

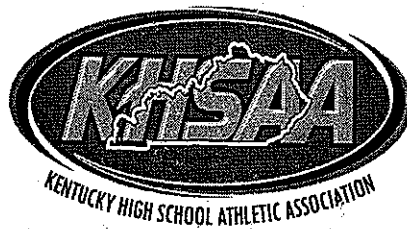
EDUCATION CABINET

KENTUCKY BOARD OF EDUCATION

DEPARTMENT OF EDUCATION

702 KAR 7:065 DESIGNATION OF AGENT TO MANAGE HIGH SCHOOL INTERSCHOLASTIC ATHLETICS

Revised Material Incorporated by Reference, June, 2013



MATERIAL INCORPORATED BY REFERENCE
702 KAR 7:065
EDUCATION CABINET
KENTUCKY BOARD OF EDUCATION
DEPARTMENT OF EDUCATION
Revised June, 2013

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A

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE
702 KAR 7:065
EDUCATION CABINET
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JUNE 2013

REVISIONS:

KHSAA Bylaws, 13 pages:

All substantive changes made to the Bylaws were all proposals that were considered and approved by the member schools. They include:

Proposal 2012-1, Bylaw 5 (Minimum Academic Requirement), a revision to modernize the language of the bylaw so that a student's official transcript shall be the basis of determining a student's academic standing. The revisions also ensure that any re-instatement allowed by the bylaw takes effect based on the schools original calendar submitted to the Kentucky Department of Education in the normal course of business.

Proposal 2012-2, Bylaw 7 (Transfer Rule - Non-Domestic Student), a revision that restricts the eligibility of non-domestic students who transfer for athletic reasons or to avoid ineligibility at the former school. The revisions also clarify that in the event a non-domestic transfer student remains ineligible for one year, as required by the bylaw, that student would then become eligible for the remainder of his or her high school enrollment through graduation, assuming compliance with all other bylaws.

Proposal 2012-3, Bylaw 11 (Practice of Sportsmanship), a revision that prevents a school from scheduling additional games for the purpose of manipulating the mandatory suspension period as the result of a game disqualification.

Proposal 2012-4, Bylaws 9 (Other Eligibility Requirements) and 14 (Certification of Eligibility), a revision that clarifies the penalties for a player playing under an assumed name. The revision also modernizes the way in which schools certify the eligibility of its students and submit an annual participation list for all participants.

Proposal 2012-5, Bylaw 18 (Countersigning Contracts), 21 (Rules Governing Contests), 22 (Sport Specific Regulations), 23 (Sanctions), 24 (Forfeits), and 28 (Distribution of Tournament Profits), and KHSAA Constitution, Article VIII, a revision that relocates provisions of the bylaws and the KHSAA Constitution related to game contracts to a new bylaw that clarifies the obligations of member schools when out of state or playing against out of state schools. The revisions also require the adoption of competition rules for all sport activities as well as clarifies the rules of the sports of golf and tennis. The revisions further eliminate language requiring the use of a molded ball in the sport of basketball and removes language from Bylaw 22 requiring a playoff in girls' basketball as these requirements are elsewhere in the bylaws. Finally, these revisions remove language related to how profits of non post-season tournaments must be divided among the schools or an outside organization.

Proposal 2012-6, Bylaw 25 (Limitation of Seasons), a revision that restricts the number of competitors (by sport) allowed to participate in a coach involved activity during the school year, but outside the defined season of the specific sport.

Proposal 2012-7, Bylaw 25 (Limitations of Seasons), a revision that implements defined limitations in the new sport-activities of Competitive Cheerleading, Bass Fishing, Bowling, and Archery.

Proposal 2012-9, Bylaw 29 (Officials Division), 30 (Coaches Not to Officiate), and 31(Use of Licensed Officials), a revision that consolidates three bylaws with similar subject matter into one bylaw.

As a result of several revisions that combined or eliminated various bylaws, the bylaws were renumbered and rearranged in an effort to organize the bylaws for easier use. Further, several non-substantive changes were made to correct spelling, format, or grammatical errors.

KHSAA Constitution, 4 pages:

This material was revised in concert with Proposal 2012-5. The changes remove language from Article VIII that relate to member schools that compete with out of state schools or competition that takes place outside of the state. The revision also removes language relating to game contracts between member schools. These provisions were essentially removed from the Constitution and placed with the Bylaws as a result of the member school vote.

KHSAA Due Process Procedure, 3 pages:

This material was revised to account for and recognize the reorganization and formatting changes in the KHSAA Bylaws. Non-substantive changes were also made to correct format and grammatical errors.

KHSAA Form GE1- Membership Renewal, 2 pages:

This form was revised to remove provisions relating to a former licensing agreement that is no longer administered through the KHSAA. Further revisions recognize the changes to the KHSAA Bylaws. Finally, other non-substantive format and grammatical revisions were also made.

KHSAA Form GE2- New Membership Application, 3 pages:

This form was revised to remove provisions relating to a former licensing agreement that is no longer administered through the KHSAA. Further revisions recognize the changes to the KHSAA Bylaws. Finally, other non-substantive format and grammatical revisions were also made.

KHSAA Form GE4- Physician & Parental Permission, 4 pages:

This form was revised to reorganize it to ensure it more useful to the member schools, student athletes, and their physicians. The revision also accounts for the changes in the Bylaws. Other non-substantive format and grammatical revisions were also made.

KHSAA Form GE6- Transfer Form- Citizens of the U.S. or U.S. Territories, 7 pages:

This form was revised to streamline and simplify the process of requesting a ruling under according to the subject matter bylaw. Additionally, other non-substantive format and grammatical revisions were also made.

KHSAA Form GE7- Foreign Exchange Student Eligibility, 3 pages:

This form was revised to streamline and simplify the process of requesting a ruling under according to the subject matter bylaw. The revision also takes into account the changes to the subject matter bylaw. Finally, other non-substantive format and grammatical revisions were also made.

ADDITIONS:

KHSAA Board of Control and Officials Division Policies, 38 pages:

This Material Incorporated by Reference takes the former "KHSAA Board of Control Policies" and "KHSAA Officials Division Guidebook" (deleted below) and combines these materials. This allows for a new more streamlined and more organized presentation of these policies. This material also formalizes the composition and structure of Regional Policy Boards. Finally, this material also makes several grammatical and format changes on the former material and accounts for the bylaw changes.

DELETIONS:

The following Materials Incorporated by Reference are to be deleted and combined into the new materials titled "KHSAA Board of Control and Officials Division Policies" as detailed above in the ADDITIONS section:

KHSAA Board of Control Policies

KHSAA Officials Division Guidebook

The following Materials Incorporated by Reference (forms) are to be deleted from the material incorporated by reference because they are obsolete and no longer used:

KHSAA Form FB103 Football Spring Football Practice

KHSAA Form FB109 Football Scrimmage Report

KHSAA Form FB122 Football Contact Practice Log

KHSAA Form GE18 Survey for sports Offerings

KHSAA Form GE39 Report of Need Based Financial Aid Awarded

KHSAA Form T1- Title IX Accom. Of Interests & Abilities

KHSAA Form T2- Title IX Accom. Of Interests & Abilities

KHSAA Form T3- Title IX Accom. Of Interests & Abilities

KHSAA Form T4 Title IX Accom. Of Interest & Abilities

KHSAA Form T35- Title IX Actual Expenditures Comparison 1 + Booster Club

KHSAA Form T36- Title IX Actual Expenditures Comparison 2 + Booster Club

KHSAA Form T41- Title IX Athletics Audit Checklist

KHSAA Form T50- Title IX Title IX Re-Visit

KHSAA Form T60- Title IX Corrective Action

KHSAA Form T61- Title IX Interscholastic Athletics Student Survey

KHSAA Form T63- Title IX Interscholastic Athletics Survey

KHSAA Form T70- Title IX Participation Opportunities

KHSAA Form T71- Title IX Benefits - Summary 1

KHSAA Form T72- Title IX Benefits - Summary 2

KHSAA Form T73- Title IX Re-Visit - Publicity Support Group

KHSAA Form T74- Title IX Re-Visit – Corrective Action Summary Chart

B

CONSTITUTION OF THE KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

Specific case situations are contained in this section of the KHSAA Handbook which are interpretations and rulings which have been made in accordance with applicable provisions of the KHSAA Constitution. These interpretations supplement the printed rules but do not in any manner substitute for the actual rule. Many of these rulings have established precedent for the interpretation or enforcement of these provisions, and remain in place until further altered, re-interpreted, or otherwise set aside. Specific inquiries not addressed by published interpretations should be submitted in writing to the Commissioner of the KHSAA, 2280 Executive Drive, Lexington, KY 40505. Interpretive questions or eligibility rulings shall be requested and issued in writing.

ARTICLE I NAME

The name of this organization shall be the Kentucky High School Athletic Association.

ARTICLE II OBJECT

The object shall be the development, regulation, and purification of the athletic activities in this state.

ARTICLE III MANAGEMENT OF INTERSCHOLASTIC ATHLETICS

Sec. 1) AUTHORITY

- a) The Kentucky Board of Education designates the Kentucky High School Athletic Association as the sole organization to manage interscholastic athletics in schools that are members in good standing of the Kentucky High School Athletic Association.
- b) Each local Board of Education is responsible to the Kentucky Board of Education for interscholastic athletics in grades K-5.

Sec. 2) REPORTING REQUIREMENTS

- a) The Kentucky High School Athletic Association shall submit annually the rules, regulations, and bylaws to the Kentucky Board of Education together with any proposed changes hereto.
- b) Appeals from the Kentucky High School Athletic Association Board of Control shall follow the KHSAA Due Process Procedure as approved by the Kentucky Board of Education.

Sec. 3) MEETINGS REQUIREMENTS

- a) The Kentucky High School Athletic Association shall conduct the meetings of the Board of Control of the Kentucky High School Athletic Association in accordance with Roberts Rules of Order as modified for use.
- b) All other matters shall be conducted in accordance with the Kentucky High School Athletic Association Board of Control Handbook and Policy Manual.

Sec. 4) PARTICIPATION IN RETIREMENT SYSTEMS

- a) All members of the Commission and qualifying members of the Executive staff shall qualify for membership and shall maintain status as an active member and contributor to the Kentucky Teachers Retirement System, and as such, shall abide by all of the rules of that organization regarding retirement and all other qualifying criteria.

ARTICLE IV MEMBERSHIP

This association shall be composed of public schools (grades 6-12) that are accredited by the Kentucky Board of Education and non-public schools that voluntarily comply with accrediting standards of the Kentucky Department of Education. Member schools are required to comply with the provisions of the Kentucky High School Athletic Association Constitution and Bylaws. No school shall become a member or continue to be a member whose detailed financial (athletic or otherwise), scholastic, and attendance records are not matters of public property or record. Grades K-5 shall not be eligible for membership.

ARTICLE V ADMINISTRATION AND LEGISLATION

Sec. 1. ASSOCIATION OFFICERS AND REPRESENTATION

- a) The officers of the Association shall be a Commissioner and a Board of Control composed of eighteen (18) members, at least three (3) of whom shall be African-American, and at least three (3) of whom shall be female.
- b) Each member school Principal may, in accordance with Bylaw 1, appoint one (1) DESIGNATED REPRESENTATIVE for each member school to represent that school in the Association.

Sec. 2) BOARD OF CONTROL

- a) Representation
 - (1) Eight (8) Board of Control members shall be elected by a vote of the PRINCIPALS or DESIGNATED REPRESENTATIVES of member schools in each section to serve as SECTIONAL Board of Control members. A SECTION is defined as the combination of two (2) contiguous regions as defined by the KHSAA alignment in basketball. Terms of these SECTIONAL Board of Control members shall be staggered so that two (2) are elected each year.
 - (2) One African-American shall be elected by the PRINCIPALS or DESIGNATED REPRESENTATIVES from regions 1 through 8 and one African-American shall be elected by PRINCIPALS or DESIGNATED REPRESENTATIVES from regions 9 through 16 to serve as DESIGNATED members of the Board of Control. One female shall be elected by the PRINCIPALS or DESIGNATED REPRESENTATIVES from regions 1 through 8 and one female shall be elected by PRINCIPALS or DESIGNATED REPRESENTATIVES from regions 9 through 16 to serve as DESIGNATED members of the Board of Control. Terms of the DESIGNATED members shall be staggered so that one is elected each year.
 - (3) One person shall be elected by the PRINCIPALS or DESIGNATED REPRESENTATIVES from regions 1 through 8 who shall come from the non-public (not classification A1 or D1 schools) member schools of the Association, and one person shall be elected by the PRINCIPALS or DESIGNATED REPRESENTATIVES from regions 9 through 16 and shall come from the non-public (not classification A1 or D1 schools) member schools of the Association to serve as DESIGNATED members of the Board of Control. The terms of the DESIGNATED representatives required to be from the non-public member schools shall be staggered so that one is elected each even numbered year. Balloting for these non-public school representatives shall only be conducted among the non-public school representatives of the Association.
 - (4) Four (4) at-large members of the Board of Control are to be appointed by the Kentucky Board of Education. These members are to be at-large appointments recommended by the Commissioner of the Kentucky Department of Education. These appointees shall not be an employee of any member school or its central administration, or the administration of the Kentucky Department of Education. At least one of these appointees shall be an African-American and one shall be a female. Terms of the at-large members shall be staggered so that one is appointed each year.

b) Term in Office

- (1) Members of the Board of Control shall serve a four-year term in office unless filling an unexpired term created by death or resignation of a member, in which case the balance of the remaining term is the term in office. The term year for the Board of Control is July 1 through June 30.
- (2) No member is eligible to serve more than two (2) consecutive four-year terms with no further limits as to lifetime eligibility.
- (3) SECTIONAL members are not eligible to serve on the Board of Control if the region has been represented for two (2) consecutive four-year terms. If a SECTIONAL representative moves to a different region following his or her election, the region in which the member was employed at the time of election shall be used to determine the status of section for the next election.

c) Eligibility

- (1) To be eligible for membership as a SECTIONAL or

DESIGNATED representative on the Board of Control, one shall be an employee holding a valid Kentucky Teaching Certificate issued by the Education Professional Standards Board and be an employee of an accredited KHSAA member school or system which is in good standing with the KHSAA. He or she shall be employed in the section he or she is to represent, and shall remain employed in that section during his or her tenure of office. Serving in a part-time capacity (less than three hours of instruction or other administrative duties other than a bonafide 100-day contract assignment as approved by rules of the Kentucky Teachers Retirement System) or on leave of absence (exclusive of employee earned sick leave) shall terminate the eligibility of the member. He or she shall not be eligible after serving two (2) consecutive four-year terms.

- (2) If a vacancy occurs with less than one year remaining on the term in office, the Board of Control shall fill the vacancy for the remainder of the term. If a vacancy occurs with one year or more remaining or if a newly elected member of the Board of Control is unable to take office at the start of his or her term, the Commissioner shall ensure the vacancy is filled within sixty (60) days in the same manner as that prescribed for the regular selection of Board members.

d) Balloting

- (1) NOTIFICATION - Notification to the PRINCIPALS or DESIGNATED REPRESENTATIVES of each school in each section in which a SECTIONAL or DESIGNATED member is to be elected, shall be made by the Commissioner not later than January 1 preceding the July in which a term is to begin.
- (2) NOMINATIONS - Nominations for membership on the Board of Control, signed by five PRINCIPALS OR DESIGNATED REPRESENTATIVES of the section, shall be in the hands of the Commissioner, for SECTIONAL or DESIGNATED positions that elect during the year not later than midnight, January 31 preceding the July in which a term is to begin.
- (3) BALLOTS - the Commissioner shall distribute Ballots for election before February 15 preceding the July of the year in which a term is to begin, to be returned on or before March 1 preceding the July in which a term is to begin.
- (4) TABULATION - Results of the election shall be tabulated by the Commissioner in the presence of a minimum of four witnesses with all ballots opened at the same meeting and time, and published in the "Athlete" Magazine.

e) Attendance

- (1) REQUIREMENT - Any elected member of the Board of Control shall attend 70% of the meetings (regular and special) of the Board during the July 1 to June 30 Board year.
- (2) REPLACEMENT - Any member of the Board of Control, unless excused for documented cause such as illness or injury by a majority of the members of the Board, who fails to attend at 70% of the meetings (regular and special) of the Board of Control between July 1 and June 30 during any year shall automatically upon such occurrence be deemed to have resigned from office, and a replacement shall be elected/named.

f) Officers

- (1) At the regular scheduled meeting of the Board prior to the close of the school year, the members of the Board shall elect from their membership, a President and President-elect to serve for the following year.
- (2) They shall not be eligible to serve for more than four one-year terms in succession as an officer.

g) Kentucky Department of Education Liaison

- (1) The Commissioner of the Kentucky Department of Education shall designate a liaison person to meet with the Board of Control and to participate in all discussions, but to have no vote as a member of the Board of Control.
- (2) The KDE liaison shall provide an update on the actions taken by the Board of Control at each meeting of the Kentucky Board of Education, and shall report to the Board of Control any relevant action and appropriate information from the Kentucky Board of Education.

Sec 3) ANNUAL MEETING

- a) Each member school of the Association through its PRINCIPAL OR DESIGNATED REPRESENTATIVE shall designate

a representative for the ANNUAL MEETING to serve as a DELEGATE and shall submit the name to the Commissioner on or before September 10.

- b) The ANNUAL MEETING shall focus on current issues facing the Association and ways to promote athletics such as sports medicine, intramural and interscholastic programming and eligibility rules as well as debate and consideration of proposed changes to the organizations' Constitution and Bylaws.
- c) DELEGATES shall serve for a term of one year.
- d) If the duly designated DELEGATE does not attend the ANNUAL MEETING, the school shall remain not represented.

Sec. 4) DUTIES OF OFFICERS

a) President

- (1) The President of the Board of Control shall preside at all its meetings, and at the ANNUAL MEETING of the Association.
- (2) He or she may call special meetings of the Board of Control when deemed necessary.

b) President-Elect

- (1) The President-Elect of the Board of Control shall perform the duties ordinarily pertaining to the office.

c) Commissioner

- (1) The Board of Control shall employ a Commissioner for a term of one to four years, and shall determine the salary for the position.

(2) The Commissioner shall:

- a. Be the executive officer of the Association, subject to the advice of the Board of Control, and shall act as secretary-treasurer of the organization;
- b. Employ personnel deemed necessary including those required by statute or decree;
- c. Prepare and receive reports and keep all records as directed by the Board of Control as outlined in the Constitution, Bylaws, and Tournament Regulations. Provide a quarterly report of eligibility rulings to the Board of Control;
- d. Interpret the Constitution, Bylaws, and Tournament Regulations;
- e. Enforce all penalties provided for and fix penalties for violations for which no penalties are prescribed;
- f. Have the authority to suspend offending schools for the violation of regulations prescribed in the Bylaws and Tournament Regulations (The Board of Control through its own initiative or on appeal from a suspended school may sustain or set aside the action of the Commissioner);
- g. Make arrangements for and conduct the management of all state tournaments after consulting the Board of Control as to the site and proposed plan of management and have authority to contract with appropriate entities to manage all postseason contests;
- h. Be responsible for editing and publishing the "Athlete", and shall cause to be published in the "Athlete" the complete record of the minutes of each regular and called meeting of the Board of Control, said minutes to appear in the next issue of the "Athlete" immediately following the meeting of the Board of Control;
- i. Arrange a series of baseball, basketball, field hockey, football, golf, soccer, softball, swimming, track, volleyball and wrestling rules interpretation clinics before the beginning of the respective seasons;
- j. Promote sportsmanship among schools, athletes, and the general public; and
- k. Submit an annual report through the Commissioner of Kentucky Department of Education to the Kentucky Board of Education in compliance with approved KARs relating to finances and programs for the preceding year, and planned programs for the current year. Advise the Kentucky Department of Education legal counsel of all legal action brought against the Association.

d) Board of Control

(1) The Board of Control shall:

- a. Have general supervision of the affairs of the Association deciding all questions and performing all duties not provided for in the Constitution;
- b. Establish the Office of the Commissioner. Evaluate annually the performance of the Commissioner;

- c. Establish salaries for staff comparable to duties and responsibilities;
- d. Establish annually, goals and achievements for the Board of Control and the Association;
- e. Perform a self-assessment of the Board of Control and the Association;
- f. Report annually, the goals, achievements and self-assessments to the Kentucky Board of Education;
- g. Hold a minimum of six regular meetings;
- h. Be empowered to transact its business when a majority of its members is present at a meeting. This shall constitute a quorum. The complete Board of Control agenda shall be published online (exclusive of specific student appeal information) not less than five (5) business days before the date of the meeting. The minutes of all meetings of the Board of Control shall be published online (exclusive of specific student appeal information) not later than five (5) working days following final approval of the minutes the meeting. The minutes shall be detailed in nature. Unless the vote on an issue related to the Constitution, Bylaws and Tournament Rules was unanimously approved, the minutes shall include a record of how each member of the Board voted on each issue;
- i. Review all proposed changes to the KHSAA Constitution and Bylaws. Have authority to reject any proposed change determined not to be in the best interest of the Association;
- j. Have authority to publish an Association magazine;
- k. Have authority, upon petition and for cause shown, to reinstate any student or coach who has been barred from competition;
- l. Have the authority to assess fines and impose penalties in compliance with an established penalty code with minimum and maximum penalties for each rules violation;
- m. Have authority to establish tournaments and meets in all sports and to adopt regulations for these tournaments and meets. The Board of Control shall have the authority to assess receipts of all postseason games, meets, or tournaments in all sports;
- n. Have authority to amend the playing rules for any sport sponsored by the Association;
- o. Have authority, as trustees, to purchase or otherwise acquire real property, and to sell, exchange, lease, mortgage, or in any manner dispose of any real property upon such terms and for such considerations as the trustees consider proper; and
- p. Appoint the delegate(s) who represents Kentucky at the annual meeting of the National Federation of State High School Associations yearly.

ARTICLE VI REPRESENTATION AT THE ANNUAL MEETING

Sec. 1) ANNUAL MEETING

- a) In the ANNUAL MEETING of the Association, the DELEGATES shall consist of one representative from each member school of the Association.
- b) The Kentucky High School Coaches Association, the Kentucky Association of Secondary School Principals, the Kentucky Association of School Superintendents, the Kentucky High School Athletic Directors Association and any other related group approved by the Board of Control shall also be entitled to designate a member to the ANNUAL MEETING who shall have voice but not vote in the proceedings of the meeting.
- c) The DELEGATES shall there transact all business of the ANNUAL MEETING. None but these DELEGATES shall have the right to vote. There shall be no vote by proxy.

ARTICLE VII APPLICATION FOR MEMBERSHIP

Sec. 1) APPLICATION REQUIREMENT

- a) The Principal of the school shall make application for membership in the Association to the Commissioner in writing.
- b) The principal shall state that he or she has read and is familiar with the Constitution, Bylaws, and Tournament Regulations of

the Association.

- c) The Kentucky Department of Education shall be the authority as to the school's status as an approved secondary school.

Sec. 2) NEW SCHOOLS

- a) A new school formed from schools under the auspices of the same board of education as a member school may be received into the KHSAA upon receipt of the application and a copy of the operational approval of the Kentucky Board of Education.
- b) Schools that originate from sources other than herein described shall remain in a candidacy status for a two-year period and shall be ineligible for postseason championship play during that period.

Sec. 3) DEADLINE

- a) The deadline for accepting new applications for membership in the Association shall be July 1.
- b) The Board of Control of the KHSAA shall consider each application for membership for approval at its July meeting and shall have authority to deny the membership application of a school whose compliance history demonstrates that the school does not regularly and routinely act in the best interests of the Association or in the case where any requested records are not provided in a timely fashion.

ARTICLE VIII ASSOCIATION REVENUES

Sec. 1) ANNUAL DUES

- a) Each member school shall pay an annual membership fee to the Commissioner on or before September 1.
- b) The Board of Control shall determine the amount of the fee by policy.
- c) Although the official year of the Association begins July 1 and ends on June 30, member schools are given a grace period of two months in which to pay their annual dues.
- d) Schools failing to pay their dues by September 1 may be dropped from membership and shall be penalized in accordance with KHSAA Board of Control regulations.

Sec. 2. POSTSEASON REVENUE

- a) In all sports that are classified into districts (except football), the participating schools in the district tournament shall divide the net revenues of the tournament after expenses agreed to by the schools and in accordance with established KHSAA Tournament Rules.
- b) In all other tournament rounds and all rounds of the football playoffs, all revenue after expenses shall be divided among the schools within the classification of the participating team (i.e. basketball region, football district) in a manner to be determined by a majority vote of the schools in the classification (i.e. basketball region, football district).

ARTICLE IX AMENDMENTS

Sec. 1) DEADLINE FOR FILING

- a) On or before May 1 preceding the convening of the Annual Meeting a DELEGATE or REPRESENTATIVE may file with the Commissioner any proposed change in the Association Constitution or Bylaws
- b) The Commissioner shall submit the proposed changes approved by the Board of Control to the member schools by electronic or printed means within seven (7) calendar days of the Annual Meeting.
- c) Any proposal to be offered by the Board of Control shall be submitted to the member schools by electronic or printed means within seven (7) calendar days of the Annual Meeting.
- d) No proposals other than these may be considered at the ANNUAL MEETING.

Sec. 2) VOTE NECESSARY TO AMEND

- a) A two-thirds majority of all DELEGATES answering the roll at the ANNUAL MEETING shall be necessary to amend the Constitution or Bylaws.

Sec. 3) REFERENDUM

- a) The Board of Control may submit any proposed changes to the REPRESENTATIVES of member schools at any time by mail.
- b) If any proposal receives a two-thirds majority of all votes cast

by the REPRESENTATIVES, they shall have the same force and effect as though passed at the ANNUAL MEETING.

c) All votes received on a referendum shall be opened and counted at the same meeting.

Sec. 4) VOTE OF SINGLE SEX SCHOOLS

a) A member school enrolling only one sex shall not have a vote on any phase of the Association's work not involving or pertaining to the school.

b) Schools enrolling only boys shall not vote on matters pertaining only to girls' athletics, and schools enrolling only girls shall not vote on matters pertaining only to boys' athletics.

Sec. 5) EFFECTIVE DATE

a) Amendments receiving the requisite vote shall be effective when approved by the Legislative Research Commission in accordance with KRS Chapter 13A.

ARTICLE X

RESPONSIBILITY OF THE PRINCIPAL

Sec. 1) RESPONSIBILITY DEFINED

a) The principal of each school, in all matters pertaining to the athletic relations of his or her school, is responsible to this Association.

b) He or she shall exercise control over all finances, the scheduling of contests, and all other matters involved in the management of his or her school athletic program.

c) Any school whose athletic program (grades 6-12) is managed by a non-school group shall not be eligible to hold membership in the Kentucky High School Athletic Association.

Sec. 2) DUTY TO ENSURE RULES ARE DISTRIBUTED

a) The principal of each school shall require all participants in interscholastic athletics and their parent(s) or guardian(s) to acknowledge receipt of the eligibility rules as promulgated by the Association, and Kentucky Board of Education regulations prior to certifying their eligibility.

ARTICLE XI

DISSOLUTION OF THE ASSOCIATION

Upon the dissolution of the Association, the Board of Control shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all assets of the Association exclusively for the benefit of the member schools of the Association that shall at that time qualify as exempt organizations under section 501 c (3) of the Internal Revenue Service Code of 1954 (or the corresponding provision of any future United States Internal Revenue Service Law). Any assets not so disposed of, shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for purposes or to the organization or organizations, as the Court shall determine, which are organized and operated exclusively for educational purposes.

c

BYLAWS OF THE KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

BYLAW 1. RESPONSIBILITY FOR ELIGIBILITY

Sec. 1) PRINCIPAL REQUIREMENT

The Principal of a school shall be held ultimately responsible in all matters in the school that concern eligibility, and inter-school contests.

Sec. 2) DESIGNATION OF DESIGNATED REPRESENTATIVE

- a) The Principal of each member school may annually designate an individual at the school to serve as the Designated Representative for the purpose of conducting the interscholastic program at that school.
- b) The Principal or Designated Representative shall sign all forms requiring authorized signature.
- c) If a member school principal fails to make the designation prior to August 31, the building principal shall automatically be the Designated Representative for the current year.

BYLAW 2. AGE

Sec. 1) AGE RESTRICTION

- a) Pursuant to KRS 156.070 (2) (e), a student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition.
- b) A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year.

Sec. 2) WAIVER PROVISION

- a) The Ruling Officer and the Commissioner may waive the provisions of this bylaw and the student shall be eligible for high school athletics in Kentucky if the written documentation is provided to clearly demonstrate that the student:
 - (1) Qualified for exceptional children services and had an individual education program developed by an admissions and release committee (ARC) while the student was enrolled in the primary school program;
 - (2) Was retained in the primary school program because of an ARC committee recommendation; and
 - (3) Has not completed four (4) consecutive years or eight (8) consecutive semesters of eligibility following initial promotion from grade eight (8) to grade nine (9).
- b) The Ruling Officer and the Commissioner shall not adopt administrative procedures that allow for waiver of this rule under any other condition.

BYLAW 3. MAXIMUM NUMBER OF YEARS

Sec. 1) LIMIT OF FOUR YEARS

A student promoted from grade eight (8) to grade nine (9) shall have four (4) consecutive calendar years of eligibility from the date of first promotion by the school provided the student is eligible according to this and all other Association bylaws. The eligibility shall conclude with the completion of the spring sports season following the fourth year. No additional eligibility may be granted in a case where the grant would allow a student to compete in all or part of the fifth competitive season in a single sport following the initial promotion by the school from grade eight (8).

Sec. 2) ADDITIONAL ELIGIBILITY

The Ruling Officer and the Commissioner through the Due Process Procedure, may grant additional eligibility in the case where it has been documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege. The grant of eligibility may only be made in the cases in which the student-athlete would remain eligible by all other Association bylaws. This provision shall not include additional eligibility strictly for loss of participation due to sports related injuries. No additional eligibility may be granted in a case where the grant would allow a student to compete in all or part of the fifth competitive season in a single sport following the initial promotion by the school from grade eight (8).

BYLAW 4. ENROLLMENT REQUIREMENTS

Sec. 1) REQUIREMENT FOR ENROLLMENT

- a) On Friday of each grading period, a student in grades nine (9) through twelve (12) shall be enrolled as a full-time student in at least four hours of instruction as provided in Kentucky Board of Education regulation 702 KAR 7:125 (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation at the member school he or she desires to represent in order to be eligible for athletics.

- b) A student who is enrolled or connected with any other school than the one he or she represents shall not take part in any contest. In the case of an all-boys high school, girl cheerleaders from affiliated neighboring girls school may be accepted.

Sec. 2) INELIGIBILITY FOR REPEATING STUDENTS

- a) A student having been enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall not be eligible for interscholastic athletics at the high school level (grades 9 through 12) for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade.
- b) A student repeating a grade for any reason is ineligible to participate in interscholastic athletics at the high school level (grades 9 through 12) during the second year in that grade. The penalty for violation of this rule shall be the loss of one of the four years of eligibility after being promoted from grade nine (9).
- c) Policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be determined by the school council pursuant to KRS 160.345 (2) (i).

Sec. 3) ELIGIBILITY FOR PARTICIPATION WHILE ENROLLED BELOW GRADE 9

A pupil in grades 4-8 may play on the high school team if that participation is not in conflict with Section (2) above, and the time so played shall not be counted on the eight (8) semester limit. EXCEPTION: A student below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer, and a student enrolled below grade seven (7) may not participate on the varsity level in wrestling. The provisions of this restriction shall not apply to non-varsity teams participating in these sports.

Sec. 4) RESPONSIBLE PARTIES

Any public elementary or secondary school or school employee or official who knowingly allows participation of an ineligible player under the provisions of this bylaw, or who, through reasonable diligence, should have known of that ineligibility, shall be considered in noncompliance with state accreditation standards or guilty of willful neglect of duty or breach of contract. This provision shall apply not only to coaches, but also to personnel supervising coaches including an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent, or a school board member.

Sec. 5) DEADLINE FOR ENROLLMENT

A student shall have enrolled as a bona fide full-time undergraduate student no later than twenty (20) school days after the beginning of the semester to be eligible during that semester.

BYLAW 5. MINIMUM ACADEMIC REQUIREMENT

Sec. 1) PROPER GRADE LEVEL REQUIREMENT FOR STUDENTS IN ALL SCHOOL DISTRICTS

a) First Day of School Year Earned Credit Check

On the first day of each school year, a student shall be at his or her proper grade level. To be considered to be at the proper grade level, a student shall have been enrolled as a full-time student during the previous grading period, and shall be on schedule to graduate with his or her class on the first day of school based on the number of credits officially recorded on the transcript. For the verification of this provision, all course work, including summer and correspondence work, and final grades shall be complete by the first day of the school year for the student body.

(1) Eligibility During First Year Following Initial Enrollment in Grade Nine (9)

For a student in the ninth grade to be considered to be on schedule to graduate, that student shall have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.

(2) Eligibility During Second Year Following Initial Enrollment in Grade Nine (9)

For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student shall have received twenty (20) percent of the requirements of the school/district for graduation (credits officially posted to the transcript) prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

(3) Eligibility During Third Year Following Initial Enrollment in Grade Nine (9)

For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student shall have received forty-five (45) percent of the requirements of the school/district for graduation (credits officially posted to the transcript) prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

(4) Eligibility During Fourth Year Following Initial Enrollment in Grade Nine (9)

For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student shall have received seventy (70) percent of the requirements of the school/district for graduation (credits officially posted to the transcript) prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

b) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements on First Day of School

(1) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements and being ineligible for one school year:

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he or she is ineligible. He or she, upon reinstatement, shall remain eligible as long as he or she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

(2) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements and being ineligible for one semester:

The eligibility of a student failing to meet the provisions of subsections (a) through (d) of Sec. 1 may be reinstated a maximum of one time in schools operating on a two-semester credit recording system. This reinstatement is possible by the student passing fifteen (15) percent of the requirements of the district for graduation during the semester in which he or she is ineligible due to the provisions of Sec. 1. Such verification will be made by reviewing solely credits officially posted on the transcript. He or she, upon reinstatement, shall remain eligible as long as he or she passes fifteen (15) percent of the requirements of the district for graduation during each subsequent semester or becomes compliant with Sec. 1 above. Eligibility to practice and compete in contests shall be effective with the first day of the semester based on the district's official original calendar submitted to the Kentucky Department of Education following the recording of the credits to the student's permanent record.

(3) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements and being ineligible for one trimester:

The eligibility of a student failing to meet the provisions of subsections (a) through (d) in Sec. 1 may be reinstated a maximum of one time in schools operating on a three-trimester credit recording system. This reinstatement is possible by the student passing ten (10) percent of the requirements of the district for graduation during the trimester in which he or she is ineligible due to the provisions of Sec. 1. Such verification will be made by reviewing solely credits officially posted on the transcript. He or she, upon reinstatement, shall remain eligible as long as he or she passes ten (10) percent of the requirements of the district for graduation during each subsequent trimester or becomes compliant with Sec.

1. Eligibility to practice and compete in contests shall be effective with the first day of the trimester (based on the district's official original calendar submitted to the Kentucky Department of Education following the recording of the credits to the student's permanent record).

Sec. 2) CONTINUAL PROGRESS DURING THE SCHOOL YEAR

On a weekly basis, a student shall be making continual progress during the school year in order to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday.

(1) Weekly Eligibility Standard for Students Enrolled in Grades 9-12:

To be making continual progress, a student shall have passed in four hours of instruction units as defined by Kentucky Board of Education regulations (of the six hours of instruction required) during the previous credit period that closed during the school year (trimester or semester). To be making continual progress the student shall also be passing cumulatively for the current credit period in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation.

(2) Weekly Eligibility Standard for Students Enrolled in Grades Below 9 participating for a KHSAA member school:

A pre-secondary school student (grades 4-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which he or she is currently enrolled and be in compliance with all other bylaws in order to be eligible.

Sec. 3) SPECIAL RECITATIONS/ADJUSTMENTS

Special tests or recitations shall not be given for the purpose of making the student eligible. The determination for reinstatement and first available date of practice available under Section 1(b) of this Bylaw shall be based on the original published calendar submitted to the Kentucky Department of Education.

BYLAW 6 TRANSFER RULE CITIZENS OF THE U.S. OR U.S. TERRITORIES

Sec. 1) DOMESTIC STUDENT TRANSFER

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school while maintaining permanent residence in the United States or a United States territory following enrollment in grade nine (9) and who then transfers schools shall be ineligible for interscholastic athletics at any level in any sport for one year from the date of enrollment in the new school.

The Ruling Officer and Commissioner have discretion (but are not required) to waive the period of ineligibility set forth above if one or more of the following exceptions in Section 2 has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school.

Sec. 2) DISCRETIONARY EXCEPTIONS FOR WAIVER

a) BONA FIDE CHANGE IN RESIDENCE- The period of ineligibility may be waived if there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bonafide change of residence means the moving of the permanent residence of the entire family of the student and the student's parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his or her emancipation and change of residence for purposes of this bylaw.

b) DIVORCE- The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) or properly recorded legal separation (i.e. a legally binding

separation decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall initially be eligible where either parent resides. The eligibility of a student may be restored one-time if, after establishing eligibility and complying with the initial court order granting joint custody, a student relocates to permanently reside with the other custodial parent. The grant of eligibility shall only apply to the member school in which the residence of the custodial parent is located. After this one time move by the student to the other custodial parent all subsequent moves between parents shall require a period of ineligibility of one year.

- c) **CHANGE OF CUSTODY-** The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The period of ineligibility may be waived if it is shown that custody of the student has been taken from one or both parents and given to the other parent or a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.
 - d) **DEATH-** The period of ineligibility may be waived in the event the death of one or both of the student's custodial parents creates the circumstances that the transfer to another secondary school is deemed appropriate.
 - e) **BOARDING SCHOOLS-** The period of ineligibility may be waived on a one-time basis for students entering or returning from a boarding school on a full time basis as a boarding school student.
 - f) **NON ATHLETIC PARTICIPATION FOR AN ENTIRE CALENDAR YEAR-** The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine through twelve during the previous calendar year.
 - g) **REASSIGNMENT BY BOARD OF EDUCATION-** The period of ineligibility may be waived if the student has changed schools through a properly documented reassignment of the Board of Education to another school. To meet this exception for a reassignment, reasons for the assignment may include the closing or opening of a school due to consolidation, merger, opening of a new school, or another type of opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. That assignment may be to the public school district should a private, parochial or independent school close.
 - h) **TRANSFER FROM NON-MEMBER SCHOOL -** The period of ineligibility may be waived for a student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools.
 - i) **MILITARY ASSIGNMENT-** The period of ineligibility may be waived for a student transferring in a situation where documentation is presented to verify that the change in education and living arrangements is directly related to an order from any branch of the United States military service, including the reserve components.
 - j) **CESSATION OF SCHOOL PROGRAM-** The period of ineligibility may be waived in the event of a school remaining open but discontinuing its participation in an Association sponsored sport at all levels of play in which the student had previously participated while attending that school.
- Sec. 3) SPECIFIC RESTRICTIONS RESULTING IN DENIAL OF WAIVER**
Satisfying of one of the exceptions (Section 2, a through i) shall not be considered valid and a waiver of the period of ineligibility shall not be granted:
- a) If the change in schools is to nullify or circumvent implementation of Board of Education, School Based Decision Making or school imposed policy which would have resulted in the student's ineligibility at the sending school;
 - b) If the satisfying of one of the exceptions occurs after the enrollment at the new school;
 - c) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;

- d) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility; or
- e) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

Sec. 4) OTHER TRANSFERRING STUDENT RESTRICTIONS AND PROCEDURES

- a) The Commissioner's office may appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.
- b) If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific, detailed basis for the objection, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner's office.
- c) A student enrolled in grades 4-12 who has participated in a first team game shall not be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions of Section 2 above.
- d) A student is ineligible for athletics in this state if he or she transfers from another state if the student was or would have become ineligible in the state from which he or she transfers.

BYLAW 7 TRANSFER RULE: FOREIGN EXCHANGE STUDENTS

Sec. 1) FOREIGN EXCHANGE STUDENTS (NON-DOMESTIC)

Foreign exchange students attending high school in Kentucky shall be considered ineligible for the first calendar year following enrollment. Foreign exchange students who have been ineligible for an entire calendar year after being enrolled in a high school in Kentucky become eligible to represent that school immediately following the conclusion of the one-year period, and remain eligible through graduation if compliant with all other KHSAA Bylaws.

Sec. 2) EXCEPTION FOR PLACEMENT THROUGH APPROVED EXCHANGE PROGRAMS UTILIZING A J-1 EDUCATION VISA

a) Approved Programs

Foreign Exchange Students in possession of a J-1 education Visa attending KHSAA member schools may have the period of ineligibility waived in the event that the student is placed in a KHSAA member school under the auspices of approved student exchange programs. Member student exchange programs (agencies) of the Council on Standards for International Education Travel (CSIET) who are in good standing with CSIET shall be considered approved agencies. Other entities may be approved by the Board of Control, but such approval must be granted prior to the placement of any student in a KHSAA member school. To be otherwise considered for approval by the Board of Control, a foreign exchange program (agency) shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes and shall formally request approval of the Board of Control through the Commissioner's office.

b) Waiver of Period of Ineligibility

In order to be considered for a waiver, the following conditions shall exist:

- 1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;
- 2) The student shall be in the first and only year as an exchange student in the United States;
- 3) The student shall not be a graduate of a the 12th or terminating grade or its' equivalent in either the U.S. or his or her home country;
- 4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;
- 5) The student shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service;
- 6) Placement in the KHSAA member school is random, and the student has not been a "direct placement" into a KHSAA member school;
- 7) The student's host family shall not pay any tuition or fee

- normal to the attendance at the KHSAA member school, all fees shall be paid by the student's family;
- 8) All travel fees shall be paid by the student's family;
 - 9) The student's host family shall not include members of the coaching or athletic staff at the KHSAA member school at which participation is desired and shall not include exchange agency representatives; and
 - 10) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.
- Sec. 3) EXCEPTION FOR PLACEMENT THROUGH APPROVED EXCHANGE PROGRAMS UTILIZING AN F-1 EDUCATION VISA**
- a) **Approved Programs**
Foreign Exchange Students in possession of a F-1 education Visa attending KHSAA member schools may have the period of ineligibility waived in the event that the student is placed in a KHSAA member school under the auspices of approved student exchange programs. Member student exchange programs (agencies) of the Council on Standards for International Education Travel (CSIET) who are in good standing with CSIET shall be considered approved agencies. Other entities may be approved by the Board of Control, but such approval must be granted prior to the placement of any student in a KHSAA member school. To be otherwise considered for approval by the Board of Control, a foreign exchange program (agency) shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes and shall formally request approval of the Board of Control through the Commissioner's office.
 - b) **Waiver of Period of Ineligibility**
In order to be considered for a waiver, the following conditions shall exist:
 - 1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;
 - 2) The student shall be in the first and only year as an exchange student in the United States;
 - 3) The student shall not be a graduate of a the 12th or terminating grade or its' equivalent in either the U.S. or his or her home country;
 - 4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;
 - 5) The student shall be in possession of an F-1 student education visa issued by the U.S. Immigration and Naturalization Service and a properly completed I-20;
 - 6) The student shall be required to pay the school district the full unsubsidized, per capita cost of providing the education, as reported to the Kentucky Department of Education. The full, unsubsidized per capita (for each student) cost of education is the cost of providing education to each student in the school district where the public school is located;
 - 7) The full, unsubsidized, per capita cost of education shall be listed under "tuition" on the student's Form I-20. If the Form I-20 does not include the cost of tuition, the student must have a notarized statement, signed by the designated school official (DSO) who signed the Form I-20, stating the full cost of tuition (unsubsidized per capita cost of education) and that the student paid the tuition (unsubsidized per capita cost of education) in full. The unsubsidized cost payment is mandatory and school systems cannot waive the requirement. Federal law does not allow a student in F-1 status to attend public secondary school without paying this cost, which must be paid in all cases;
 - 8) Placement in the KHSAA member school is random, and the student has not been a "direct placement" into a KHSAA member school;
 - 9) The student's host family shall not pay any tuition or fee normal to the attendance at the KHSAA member school, all fees shall be paid by the student's family;
 - 10) All travel fees shall be paid by the student's family;

- 11) The student's host family shall not include members of the coaching or athletic staff at the KHSAA member school at which participation is desired and shall not include exchange agency representatives; and
- 12) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.

Sec. 4) EXTENSION OF ELIGIBILITY BEYOND ONE YEAR IF WAIVER GRANTED

Any student having made election to apply for the waiver of the first year of ineligibility and having been granted a waiver of the normal period of ineligibility under Section 1 above shall not be eligible, under any circumstances, for more than one (1) school year while enrolled in grades 9 -12 in Kentucky.

Sec. 5) SPECIFIC RESTRICTIONS RESULTING IN DENIAL OF WAIVER
Satisfying of one of the exceptions in this Bylaw shall not be considered valid and a waiver of the period of ineligibility shall not be granted if:

- a) The change in schools is to nullify or circumvent implementation of Board of Education, School Based Decision Making or school imposed policy which would have resulted in the student's ineligibility at the sending school;
- b) The satisfying of one of the exceptions occurs after the enrollment at the new school;
- c) The change in schools is motivated in whole or part by a desire to participate in athletics at the new school;
- d) The satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility; or
- e) The satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

Sec. 6) ELIGIBILITY OF OTHER FOREIGN STUDENTS

This Bylaw covers only foreign exchange students entering the United States with a J-1 or F-1 Visa. Regulations relating to all other foreign students are contained in Bylaw 8.

BYLAW 8. TRANSFER RULE. NON-EXCHANGE FOREIGN STUDENTS

Sec. 1) FOREIGN STUDENTS (NON-DOMESTIC) NOT COMING THROUGH EXCHANGE PROGRAMS

Foreign students (non-domestic) attending high school in Kentucky shall be considered ineligible for the first calendar year following enrollment. Foreign students who have been ineligible for an entire calendar year after being enrolled in a high school in Kentucky become eligible to represent that school immediately following the conclusion of the one-year period, and remain eligible through graduation if compliant with all other KHSAA Bylaws.

Sec. 2) DISCRETIONARY EXCEPTIONS FOR WAIVER

- a) **ENTIRE FAMILY RELOCATION** - The period of ineligibility may be waived if the entire family unit is relocating from a foreign country. In this case, the student(s) may be declared eligible by documenting the move of the permanent residence of the entire family of the student and the student's parents into the school district or defined school attendance area prior to the enrollment of the student.
- b) **REFUGEE/POLITICAL ASYLUM** - The period of ineligibility may be waived if the members of a family from a foreign country are relocating due to a declaration of asylum or seeking refuge due to acknowledged conflict. In this case, student(s) may be declared eligible by documenting the move into the school district or defined school attendance area by virtue of the policies of the United States Department of State prior to the enrollment of the student.

Sec. 3) SPECIFIC RESTRICTIONS RESULTING IN DENIAL OF WAIVER
Satisfying of one of the exceptions established in this Bylaw shall not be considered valid and a waiver of the period of ineligibility shall not be granted if:

- a) The change in schools is to nullify or circumvent implementation of Board of Education, School Based Decision Making or school imposed policy which would have resulted in the student's

- ineligibility at the sending school;
- b) The satisfying of one of the exceptions occurs after the enrollment at the new school;
- c) The change in schools is motivated in whole or part by a desire to participate in athletics at the new school;
- d) The satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility; or
- e) The satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

BYLAW 9. BASKETBALL/FOOTBALL CONTESTANT ON OTHER TEAMS, POST SEASON AND ALL-STAR GAMES

Sec. 1) RESTRICTIONS FROM FIRST DAY OF SCHOOL THROUGH END OF SEASON

Any student who after enrolling in grade nine (9) has been a contestant in football or basketball at any level (grades 9-12) and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA sanctioned postseason) by that school unless it has been sanctioned by the Board of Control.

Sec. 2) RESTRICTIONS FOLLOWING THE END OF SEASON

Following the team's last scheduled game (including post season), there are no restrictions on play in that specific sport for the student-athletes.

BYLAW 10. AMATEUR/AWARDS

Sec. 1) AMATEUR STATUS

A student who represents a member school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social and pleasure benefits derived from said participation.

An athlete forfeits amateur status in a sport by:

- a) Competing for money or other monetary compensation (allowable travel, meals and lodging expenses may be accepted);
- b) Receiving any award or prize of monetary value not approved by this Association;
- c) Capitalizing on athletic fame by receiving money or other gifts of monetary value not specifically approved by Section 2 or 4 of this rule (scholarships to institutions of higher learning are specifically exempted);
- d) Signing a professional playing contract in that sport; or
- e) Accepting a nominal standard fee or salary for instructing, supervising or officiating in an organized youth sports program or recreation, playground, or camp activities shall not jeopardize amateur status. "Organized youth sports program" includes both school and non-school programs.

Sec. 2) AWARDS

- a) Awards governed herein and received by a student-athlete while representing a member school include awards received by a student-athlete while enrolled during the academic year as a regular student or awards received by a student-athlete while representing the school at any other time.
- b) Awards received by a student-athlete participating in an event while not representing the school, shall conform to the regulations of the recognized amateur athletic organization(s) associated with the event. If no limit exists for the amateur organization, the limit shall be \$300. At no time shall the student-athlete be permitted to receive cash for this type of participation.
- c) Awards presented by a member school conference, or approved agency shall be uniform for all team members receiving the award.

Sec. 3) IMPERMISSIBLE AWARDS:

- a) An individual may not receive a cash award for athletics participation. An individual may not receive a cash equivalent item (i.e., an item that is negotiable for cash or trace or other services, benefits or merchandise) for athletic participation;
- b) Gift certificates and merchandise items that cannot be properly personalized shall be prohibited; and

- c) Cash or any other award that an individual cannot receive under these rules may not be forwarded in the individual's name to a different agency or individual.

Sec. 4) TYPE OF AWARDS

- a) Awards for recognition of interscholastic athletics participation (letter awards) may be presented each year by a member school. In addition, the school may present senior awards and awards in recognition of special attainments or contribution to a team's competitive season (i.e., scholar-athlete, most improved player, etc.)
- b) Awards for participation in special events (post season tournaments) and established regional or national recognition awards (Mr./Miss Basketball, All-State, etc.) may be presented only by the management of the event, awards program, or by a school that has had or will have a team or individual participate in the event or sport.
- c) The total value of any award presented for high school competition shall not exceed \$300, except awards presented by the Association or a member school for participation in KHSAA sponsored events.
- d) Schools or conferences may not present individual awards to student-athletes for specialized performances in particular contests or events or during a limited time period (i.e., "player of the game" or "player of the week"). However, an organization, business firm or other outside agency may recognize a student-athlete's outstanding performance in a particular contest or during a particular time by presenting a certificate, plaque or medal valued at less than \$50. It is not permissible for an organization to provide any other tangible item or award.

BYLAW 11. FINANCIAL AID

Sec. 1) DEFINITIONS FOR THIS BYLAW

- a) Tuition— means the amount of necessary fees, costs and other charges to attend a member school as determined by that member school's published scale of charges. The tuition at the member school shall be the same for all students in like situation irrespective of participation in athletics and shall not include room and board expenses.
- b) Classification of Schools— means the classification of the member schools as follows: (1) A1- District operated general program or multi-program schools; (2) D1- Kentucky Department of Education operated schools (Blind and Deaf); (3) F1- Federal Dependent Schools; (4) J1- Roman Catholic schools; (5) M1- Other Religious schools and (6) R1-Private non-church related schools.
- c) Public Schools— means the member schools receiving funding from the Kentucky Department of Education or comparable federal sources. Public schools shall include the member schools which are classified as A1, D1 or F1.
- d) Non-Public Schools— means the member schools not receiving funding from the Kentucky Department of Education or comparable federal sources. Those schools shall include the member school which are classified as J1, M1 and R1.
- e) Non-Public School Zone — means the zone to which each non-public school is assigned. The four current non-public school zones are Covington, Lexington, Louisville and Owensboro. These non-public school zones shall be comprised of the counties contained in the geographic alignment related to the archdiocese of the same name.
- f) Non-Public School Governing Board— means the entity having oversight over the member school. For purposes of this bylaw, the "governing board" of a non-public school shall be determined by the school type. For J1 schools, the "governing board" shall be the archdiocese and geographic references shall be the counties included in the non-public school zone of the school. For the R1 and M1 schools, the "governing board" shall be as defined by the governance structure of the institution.
- g) Immediate Family— means the student and the student's father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, husband, wife, aunt, uncle, grandparent.
- h) Financial Aid— means any and all aid given to a student which reduces tuition, including awards, reductions and waivers.
- i) Need-Based Aid— means the amount of financial aid that an independent financial analysis of the student's financial aid

application demonstrates that the student needs to pay tuition to attend a member school, provided the analysis is performed by an agency approved by the Board of Control.

- j) Merit Aid— means financial aid awards given by the member school based solely on academic/test performance which are available to the entire student body through a competitive application process and that the selection of the recipient(s) is based on published objective criteria which may not include athletic achievement or ability.
- k) Merit Aid Test — means the academic assessment or placement test approved by the Board of Control prior to its administration.
- l) Merit Aid Test Window — means the range of dates submitted by each member school for the administration of the merit aid test.
- m) Financial Records— means the records related to any financial aid analysis of the student including the immediate family's records of the method and sources for all tuition payments.

Sec. 2) IMPERMISSIBLE FINANCIAL AID

A student shall be ineligible to participate in interscholastic athletics if the student:

- a) Receives financial aid beyond the limits defined in Section 1(a) except for merit and need-based aid allowed under this bylaw, and waivers of tuition for non-domestic students meeting all federal laws and regulations who are ruled eligible under Bylaw 7 or Bylaw 8;
- b) Receives merit aid based on an unapproved merit aid test;
- c) Receives merit aid based on a merit aid test not administered on an approved merit aid test date;
- d) Receives merit aid greater than twenty-five percent (25%) of the tuition at the member school;
- e) Receives merit aid from a member school that has already given merit aid to the greater of five (5) percent of its student body or five students;
- f) Receives financial aid that is not available to the entire student body by published objective criteria;
- g) Receives financial aid from a funding source that is not under the custody and control of the member school or its governing board;
- h) Receives any financial aid other than the permitted need-based aid or merit aid detailed above from a member school, any other entity governed by that member school's governing board or any representatives of the member school;
- i) Receives any financial aid that is indirectly or directly related to athletic achievement or ability;
- j) Has any part of the financial obligation to the member school paid directly or indirectly by individuals outside of the student's immediate family; or
- k) Does not agree to complete disclosure of financial records as defined in this bylaw upon request of the KHSAA and its officials, employees and agents.

Sec. 3) FINANCIAL AID RESTRICTIONS AND REPORTING

All member schools shall annually report detailed financial aid information to the KHSAA including:

- a) Tuition schedule or other fees applicable to the student body at the member school;
- b) The merit aid test being utilized by the school and the merit aid test date; and
- c) A detailed listing of the amount of financial aid awarded by the member school including:
 - 1) The need-based aid each student-athlete is eligible to receive based on the report of the approved independent agency;
 - 2) The merit aid given to each student and the qualifying score used to make the determination;
 - 3) The amount of need-based aid awarded to each student; and
 - 4) A specific listing of the sports in which each student participates.

Sec. 4) SPECIAL PROGRAM REVIEW PROCESS

A member school may petition the Board of Control for approval of a specific program existing prior to the adoption of this rule or a program that can be documented to be unrelated to athletics that does not create an advantage to the school and provided that program is available to all students within the school based on objective criteria.

BYLAW 12: PHYSICAL EXAMINATION, PARENTAL CONSENT AND INSURANCE

Sec. 1) PHYSICAL EXAMINATION AND PARENTAL CONSENT REQUIREMENTS

- a) The Superintendent or Principal shall have each student who is trying for a place as a participant on an sports or sport-activity team present a physician's certificate certification signed by a physician, physician's assistant, advanced practice registered nurse, or chiropractor if performed in the scope of practice (as defined in KRS Chapter 312) which shall state that he or she is physically fit to participate without undue risk.
- b) The parent's consent for the child's participation and acknowledgment of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required on KHSAA Form GE04.
- c) The permission shall acknowledge that the student and the parents are aware of the education material available from the KHSAA, Centers for Disease Control, and other agencies regarding the nature and risk of concussion and head injury, including the continuance of play after concussion or head injury.

Sec. 2) REQUIREMENT FOR INSURANCE

- a) A student, prior to participation or trying for a place on an athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic Insurance program and that insurance shall remain in force throughout participation.
- b) It shall be the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

BYLAW 13: AGREEMENT REGARDING PROFESSIONAL BASEBALL CONTRACTS

Sec. 1) RESTRICTIONS ON SIGNING A PROFESSIONAL CONTRACT

- a) A student of a KHSAA member school shall not sign a professional baseball contract until the day following his graduation, or if he has left school, until the day following the graduation of his class; nor shall any representative of professional baseball initiate or participate in any negotiations which would violate the student's high school athletic eligibility; except that a student that has been out of school one year or longer may, with the consent of his or her parents, apply to the Major League Baseball Commissioner for permission to sign a contract and if, in the judgment of the Major League Baseball Commissioner, the circumstances justify it, he shall approve the application and so notify all major league baseball clubs.
- b) A player may be signed to a professional contract fifteen (15) days subsequent to the day of the Major League Baseball Commissioner's notice.
- c) Any school whose employee or official encourages or collaborates in negotiations that violate this agreement shall be suspended from the KHSAA for a period to be determined by the Board of Control.

BYLAW 14: OTHER ELIGIBILITY REQUIREMENTS AND REGULATIONS

Sec. 1) GRADUATES AND COLLEGE STUDENTS

Any student who has graduated from a secondary school, or who has ever played on a college team, is thereafter ineligible to play on a high school team.

Sec. 2) PRACTICE OF INELIGIBLE STUDENTS

Unless ineligible due to the provisions of Bylaw 15 (Sportsmanship, having been ejected from a contest), any student who is not eligible for competition during a team's next contest/meet/match/game shall not practice with the team.

Sec. 3) ASSUMED NAME

If a player enters a contest under an assumed name or when not properly certified, he or she shall be permanently ineligible, and his or her school shall be penalized in accordance with the provisions of Bylaw 27.

BYLAW 15: PRACTICE OF SPORTSMANSHIP

Sec. 1) SPORTSMANSHIP OBLIGATION

- a) It is the clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public.
- b) The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation.
- c) Any violation of this rule in any interscholastic contest shall be immediately reported to the Commissioner's office by the principal(s) of the school(s) involved, and by the game officials who work in the contest.
- d) The schedule of contest(s) for a player or coach to be suspended shall be set by the schedule at the time of the ejection and contest(s) may not be added or deleted after the suspension to alter the contests during which the penalty is the served.

Sec. 2) ILLEGAL EQUIPMENT/VIDEOTAPING

- a) It shall also be considered a violation of this rule if any school or school representative(s) uses or allows the use of illegal equipment which gains a competitive advantage in the contest and which is expressly prohibited by the rules adopted for that sport.
- b) This shall also include the on-site recording of past or future opponents in any electronic form without the expressed consent of all involved teams.
- c) A violation of this provision may result in penalization by the Commissioner's office in accordance with the provisions of this bylaw and in accordance with KHSAA Bylaw 27.

Sec. 3) REQUIREMENT FOR REINSTATEMENT

- a) Any student, coach, or official team representative ejected from an interscholastic contest due to a violation of this obligation shall be reinstated by the Commissioner or one of the Assistant Commissioners prior to returning to interscholastic contests.
- b) Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of a contest because of unsportsmanlike tactics, shall be disqualified from athletic competition until reinstated by the Commissioner or one of the Assistant Commissioners.

Sec. 4) REPORTING REQUIREMENT AND PERMANENT SUSPENSION

- a) The name of the student or coach shall be reported to the Commissioner's office by the principal of the school that student attends.
- b) When an official disqualifies a student or coach, he or she shall report the disqualification to the principal or his or her representative and to the KHSAA office.
- c) If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.

BYLAW 16: RECRUITMENT

Sec. 1) FOREWORD

- a) A pupil (domestic or foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics.
- b) It shall also be defined as recruiting to provide improper benefits to an already enrolled student to influence that student to remain at a member school including recruitment under the guise of academics.
- c) A pupil (foreign or domestic) enrolled at any grade level shall not be given improper benefits not available to all members of the student body to remain at a member school.

Sec. 2) DEFINITION

- a) Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics.
- b) A school official utilizing an intermediary including a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in

noncompliance.

- c) An athletic coach or any other member of the school staff shall not influence a student even if the student, his or her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
- d) Influencing a student shall include the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or the student's parents or relatives, housing for the student or the student's parents, scholarships or financial aid for which other members of the student body are not generally eligible, providing other improper benefits, making improper contacts or any other material or athletic reward for which other members of the student body are not generally eligible.

Sec. 3) PENALTY

- a) Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of this recruitment shall be guilty of willful neglect of duty, misconduct, or breach of contract.
- b) This shall apply not only to coaches, but also to personnel supervising coaches, including an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member.
- c) This requirement shall also apply to students or their parents.

BYLAW 17: CERTIFICATION OF ELIGIBILITY

Sec. 1) VERIFICATION OF ELIGIBILITY

- a) The principal or Designated Representative of the school shall be responsible for certifying the eligibility of all contestants.
- b) Before certifying the eligibility of a player, a principal or Designated Representative shall verify the players age and all other requirements contained in these Bylaws.
- c) The statement of facts concerning a player on the eligibility list of his or her first year of competition shall be considered authoritative and may not be changed in later eligibility lists for that year or in later years except to carry out the purposes of the Bylaws in providing a cumulative record, or, when authorized by the Commissioner to correct an error.
- d) Prior to the certification of the eligibility of a student, the principal or Designated Representative shall have on file the physician's certificate, the parental consent, and the parental acknowledgment required by Bylaw 12.

Sec. 2) DUTY OF A NEW PRINCIPAL OR DESIGNATED REPRESENTATIVE

A new principal or Designated Representative before certifying to the eligibility of his or her players, if there is reason to question any of the information, shall secure from the Commissioner's office, a copy of the original certification for that player.

Sec. 3) ANNUAL PARTICIPATION LIST

- a) Each principal or Designated Representative of a member school shall submit to the Commissioner at the end of the school year (not later than May 30) a list of the names of all students who participated in any first team contest in any sport during the season.
- b) This participation list shall be submitted on a form supplied by the Association, and shall be completed in its entirety for each student.

Sec. 4) CERTIFICATION OF INELIGIBLE PLAYER

If any school plays an ineligible player when the facts were available and could have been known to a principal or Designated Representative, that school shall be penalized in accordance with the provisions of Bylaw 27.

BYLAW 18: SUPPLYING INFORMATION AND REPORTS

Sec. 1) SUBMISSION OF REQUESTED INFORMATION

- a) A superintendent, principal, student, or Designated Representative shall, when requested, supply the Commissioner with any information related to the athletic program at a member school.
- b) A failure to comply within a reasonable time may forfeit the school's membership in the Association, or the school may be penalized in accordance with approved Association penalty

codes.

Sec. 2) ANNUAL CERTIFICATION

- a) Each member school shall annually certify that it will comply with any and all of the rulings of the Commissioner, Assistant Commissioners, Hearing Officer and Board of Control as they relate to the athletic program at a member school.
- b) This compliance shall include student eligibility matters, Board policy directives related to health and safety of student athletes, and other programs as may be instituted by the convened Board of Control.

Sec. 3) REQUIRED REPORTS

- a) Each principal or Designated Representative shall file with the Commissioner, during, or at the end of each school year, all participation lists and all other reports required by the Association.
- b) A membership certificate shall not be issued to any school until the provisions of this bylaw have been fulfilled.

BYLAW 19 COMPARABLE OPPORTUNITIES

Sec. 1) REQUIREMENT FOR MEMBER SCHOOLS TO SPONSOR

- a) If a member school sponsors or intends to sponsor an athletic activity that is similar to a sport for which NCAA members offer an athletic scholarship, the school shall sponsor the athletic activity or sport for which the scholarships are offered.
- b) The athletic activities that are similar to sports for which NCAA members offer scholarships are: Girls fast pitch softball as compared to slow pitch.

Sec. 2) REQUIREMENTS TO DEMONSTRATE ATTEMPTS TO SPONSOR:

- a) To qualify as having "sponsored" a sport, a school shall be able to demonstrate the following:
 - (1) If similar versions of a particular sport exist and there are differences in the scholarship opportunities at the NCAA level in that sport, a survey shall be taken of the student population at reasonable times and places to determine the level of interest in the sport(s); and
 - (2) If that survey reveals sufficient interest to field the normal squad required for play in the particular sport and if any version of the sport is to be played, the school shall make facilities, staff and other allowances to properly field a team in the version of the sport for which the NCAA members offer scholarships.

BYLAW 20 OFFICIALS DIVISION OF THE ASSOCIATION

Sec. 1) OFFICIALS WHO LICENSE:

- a) Any person who officiates in baseball, basketball, football, soccer, softball (slow and fast pitch), swimming, volleyball and wrestling in grades 9 through 12 between member schools of the Association shall be licensed by the Commissioner and shall carry an official card indicating that licensing.
- b) All officials in baseball, basketball, football and softball shall be required to join a local officials association as described in the KHSAA Officials' Guidebook.

Sec. 2) REQUIREMENT TO USE LICENSED OFFICIALS

- a) Only officials licensed with the Officials Division of the Association shall be assigned or employed to officiate in baseball, basketball, football, soccer, softball, volleyball or wrestling in all competition involving grades nine (9) through twelve (12).
- b) The Commissioner may approve exceptions to this policy in writing.

Sec. 3) OFFICIAL SCRATCHES

- a) A member school shall have the privilege of scratching a limited number of officials (scratches) that it does not desire to have as contractors on the athletic contests of that school.
- b) The amount of scratches per school/coach is determined by the Regional Policy Board and in accordance with policies adopted by the Board of Control.
- c) Scratches properly submitted in a timely fashion shall be honored by the Assigning Secretary and the officials shall not be assigned to a home, away or neutral site contest in the sport during that season.

Sec. 4) RULES CLINICS

Each official licensed with the KHSAA shall annually attend at least one rules interpretation clinic (in person or online) conducted by representatives of the KHSAA in the sport in which he or she is licensed.

Sec. 5) CANCELLATION OF OFFICIATING LICENSE

The KHSAA may cancel or refuse the license renewal of any official in any sport for cause as detailed in the KHSAA Officials Guidebook.

Sec. 6) ACCEPTANCE OF OFFICIATING ASSIGNMENTS

- a) An official shall accept assignments in the amount of time and in the manner prescribed by the local official's association to which he or she belongs.
- b) The penalty for an official's failure to work an assigned game, unless providentially prevented from doing so, may be cause for up to a one-year suspension in that sport.

Sec. 7) VIOLATION OF ASSIGNING CONTRACTS

The Board of Control shall protect both the officials and the schools against violations pertaining to assignments.

Sec. 8) LOCAL POLICY BOARDS/COMMITTEES

The Commissioner may establish as many bureaus as deemed necessary in each sport in order to assign officials to games in accordance with the Federal Court Decree of 1971 and policies adopted by the Board of Control.

Sec. 9) GOVERNANCE

The Officials Guidebook, published annually by the Association, shall govern all officials licensed with the KHSAA.

Sec. 10) COACHES/OTHERS CONNECTED NOT TO OFFICIATE

Coaches or persons connected with the competing schools shall not officiate at contests, unless the written consent of all competing schools is given.

BYLAW 21 PROTESTS

Protests against the judgement decisions of contest officials made during the course of game or meet shall not be considered.

BYLAW 22 CONTESTS, SANCTIONS, RULES, FORFEITURES, FACULTY TO ACCOMPANY

Sec. 1) CONTESTS WITHIN STATE

- a) KHSAA member schools may only compete in contests against schools located in Kentucky that are current members of the KHSAA.
- b) Any KHSAA member school, that engages in an athletic contest with a nonmember Kentucky school that is eligible for membership in the Association shall be subject to all penalties contained in Bylaw 27.
- c) All contests within Kentucky played by KHSAA member schools shall be governed by the rules and regulations established by the Board of Control. Approval for any exemptions shall come through the Commissioner.

Sec. 2) WITH SCHOOLS IN OTHER STATES

- a) All opponents of KHSAA schools in all contests in baseball, basketball, football, soccer, softball and volleyball shall be current members of the state association in the home state of the opponent.
- b) Member schools of the KHSAA shall adhere to all restrictions contained in the National Federation of State High School Associations' sanctioning policy when playing any contest or scrimmage against an out of state opponent in a KHSAA sanctioned sport.
- c) All contests within Kentucky played by KHSAA member schools shall be governed by the rules and regulations established by the Board of Control. Approval for any exemptions shall come through the Commissioner.

Sec. 3) CONTRACTS

- a) Official written contracts supplied by the office of the Commissioner (or approved electronic substitutes), shall be used for all contests between members of the Association, and the contract shall include statements to the effect that contracting parties are members of the Association.
- b) The Association shall not undertake to enforce oral contracts or oral agreements to changes in written contracts, or contracts that do not use the official written contract form.
- c) The recipient of a contract for an athletic contest between

two member schools of the KHSAA shall return the contract, either signed or unsigned, to the sender within thirty (30) days after having received it. The contract shall become void if not returned within this time period.

d) All contracts between member schools shall contain a specific date for each contest covered in the contract. A contract in which the words "corresponding date" appears, rather than a specific date, shall not be enforced.

e) The superintendent, principal or Designated Representative shall countersign all contracts to engage in interscholastic contests. Contracts signed by any other individual will not be enforced by the KHSAA.

f) Provisions may be made for a forfeit fee to be paid by the school that fails to follow the terms of a contract. The Commissioner shall suspend from the Association a school that fails to pay during the same season a stipulated forfeit fee, and the suspension shall remain in effect until the Board of Control removes it.

g) If a written contract using the official contract form is canceled by reason of suspension of the school, the Board of Control shall determine the financial liability involving the suspended school.

Sec. 4) RULES GOVERNING CONTESTS

a) National Federation of State High School Association Rules shall govern all contests involving member schools if an official set of rules is issued for that sport.

b) Unless modified through the competition rules adopted by the Board of Control, contests in tennis shall be governed by the rules of the United States Tennis Association (USTA) and contests in golf shall be governed by the rules of the United States Golf Association.

c) The Board of Control shall adopt competition rules for all sport-activities in which the KHSAA conducts a championship.

Sec. 4) WAIVING OF RULES

School officials of member schools shall not by mutual agreement waive or modify any of the rules of the Association (including playing rules) for any contest sanctioned by the Association.

Sec. 5) FAILURE TO PLAY A SCHEDULED CONTEST

If a school fails to carry out its contract to play a regularly scheduled contest, the contest shall be forfeited to the offended school.

Sec. 6) REQUIREMENT TO ACCOMPANY TEAM TO CONTESTS

The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185.

BYLAW 23- LIMITATION OF SEASONS

Sec. 1) GENERAL PROVISIONS CONCERNING ALL SPORTS AND SPORT ACTIVITIES

a) Playing During School Hours

School Time shall not be lost for travel to or from, or participation in, any regular season interscholastic athletic contest.

b) Schedule of Contests on Consecutive Days

Contests shall be scheduled so that there are not four consecutive days of competition on any Monday through Thursday period while school is in session.

c) Specific Definitions for Ending of School

For all interpretations and regulations concerning the ending of the school year, including restrictions on coaching involvement, the end of the school year shall be defined as the earlier of the last day of school or May 31.

d) Specific Penalties for Violations - Too Many Contests

Any school violating provisions of this Bylaw by playing too many contests shall be penalized in accordance with Bylaw 27 but shall remain eligible for tournament play during the current season.

e) Specific Penalties for Violations- Too Many Scrimmages

Any school violating scrimmage limitations may be placed on probation, prohibited from participating in preseason scrimmages in that sport for two (2) seasons, and may be prohibited from taking part in KHSAA state championship competition or other penalties in accordance with Bylaw 27. The

second violation shall result in automatic suspension.

f) Organized Play and Involvement of Members of the Coaching Staff Out of Season

During the school year but outside the defined limitations for each sport or sport activity, coaches may not coach players in organized competition on the campus of a member school if such competition involves at least fifty (50) percent of the normal playing squad (e.g., 6 or more in football or soccer, 3 or more in basketball, 5 or more in baseball or softball). Members of the high school coaching staff (paid or unpaid) shall not be prohibited from sport specific observation and evaluation (but not coaching) of any player who has played for a grade nine (9) through grade twelve (12) team (freshman, junior varsity, varsity) from the first day of school through the last day of school provided that play is under the direct control of the same local board of education as the coach is employed and provided that play is not in conflict with other KHSAA bylaws.

Sec. 2) SPORTS SPECIFIC LIMITATIONS- BASEBALL- BOYS

a) Following the opening day of school, there shall be no organized baseball practice prior to February 15.

b) There shall be no more than two (2) scrimmages or practice games prior to the first regular season contest of that year.

c) The first game shall not take place prior to the Wednesday of the first state basketball tournament.

d) The season shall consist of a maximum of thirty-six (36) games to be played prior to the beginning of KHSAA state championship competition (district).

e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

Sec. 3) SPORTS SPECIFIC LIMITATIONS- BASKETBALL- BOYS AND GIRLS

a) Following the opening day of school, there shall be no organized basketball practice prior to October 15.

b) Prior to the opening game of regular season play, a basketball team may have only two (2) scrimmages or practice games with players other than members of the squad.

c) The first basketball game shall not take place prior to the Monday following the state football semifinals.

d) The season shall consist of a maximum of thirty (30) games to be played prior to the beginning of KHSAA state championship competition (district).

e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region or State) which shall be no earlier than the conclusion of the twelfth (12th) regular season playing week and not later than the conclusion of the thirteenth (13th) regular season playing week, depending upon the KHSAA Corresponding Dates Calendar and the scheduling of the state basketball tournaments, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

f) The Board of Control may waive provision(s) (b) or (d) of this Bylaw to allow member schools to participate in Hall of Fame Classic contests. Rules on participation in the Classic shall be made by the Board of Control and published in the Athlete Magazine as a part of the official record of the Association.

Sec. 4) SPORTS SPECIFIC LIMITATIONS- CROSS COUNTRY- BOYS AND GIRLS

a) The first organized practice for the fall varsity (grades 9-12) season shall not take place prior to July 15.

b) There shall be no more than two scrimmage or practice meets prior to the first regular season contest of that year.

c) The first meet of the season shall not take place prior to the Monday of Corresponding Week 8.

d) The season shall consist of a maximum of thirteen (13) meets including invitational meets to be held prior to the beginning of KHSAA state championship competition (region)..

- e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned postseason events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

Sec. 5) SPORTS SPECIFIC LIMITATIONS- FOOTBALL- BOYS

- a) Organized practice in helmets-only shall not begin prior to July 15. Organized practice in pads (contact practice) shall not begin prior to the earlier of August 1 or seven (7) week days (not counting Saturdays and Sundays) prior to the opening day of school (which shall be defined as the day prior to the classes starting for the student body), but shall not begin prior to the last Monday in July. The following restrictions are in place once contact practice has begun:
 - 1) After contact practice (practice in pads) has begun and prior to the first day of classes for the students, school shall not conduct multiple on-field practice sessions in pads (e.g., two-a-days or three-a-days) on consecutive days (e.g., two-one two-one format);
 - 2) After each contact practice (practice in pads) there shall be a three-hour break following each contact session. During this break, there can be no gear worn, and no outdoor activity that in any way simulates football or football drills. This restriction is in place regardless of where the practice occurs including camps, home practices, or other workout areas;
 - 3) After the opening day of the school year, a school shall not conduct multiple on-field practice sessions in pads (e.g., two-a-days or three-a-days) on a day in which school is in session; and
 - 4) All schools shall submit all required documentation to verify the proper execution of the practice regulations, including scrimmage, contact, and Heat/Humidity Measurement and Compliance Programs if requested.
- b) After contact practice (practice in pads) has begun, there shall be no more than two (2) scrimmages or practice games per member school (grades 9-12) after contact practice has begun and prior to the opening varsity game of the season with players other than members of the squad.
- c) The first game shall not take place prior to the Friday of NFHS corresponding week 8 (Week 1).
- d) The season shall consist of a maximum of ten (10) regular season games and the opportunity to play regular season games shall conclude at the end NFHS corresponding week 17. Any school may play one of the allowable regular season games during Week 0 (NFHS corresponding week 7) provided that the total schedule does not exceed ten (10) regular season games and that the allowable number of scrimmages in subsection (b) is reduced to one. Any KHSAA school that chooses to compete for a district title and is placed in a classification where only four (4) weeks are needed to complete the playoffs may play an additional regular season contest (total of 11 contests), the last of which can be played during the first round of the playoffs for the other classifications:
- e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.
- f) Each player, in order to be eligible to participate against another school and to become acclimatized and acclimated, shall have taken part in a minimum of five practices without pads during on or after July 15, followed by three days of non-contact practice in helmet and shoulder pads, followed by five (5) practices over five days in full gear.
- g) Each football school may conduct ten (10) practice periods of not more than two (2) hours in length and not more than one practice per day over ten (10) days during three consecutive calendar weeks, which shall be chosen by the school on or before December 15. The three consecutive calendar weeks shall not

begin prior to the Monday following the school's elimination from postseason play in basketball, and shall not conclude later than the last day of school. Any period of time when school is not in session on a week day, including testing and breaks, shall not count as one of the ten (10) permitted days, and practice shall not be conducted on those days. All equipment authorized by the football playing rules may be used during this period. There shall be no inter-school competition during this period, and all participants shall be eligible according to all KHSAA eligibility rules.

In order to conduct the spring practice sessions:

- 1) A student below grade nine or in grade 12 shall not participate;
- 2) Dates shall be reported to the KHSAA on supplied forms;
- 3) Only students currently eligible by all KHSAA rules including Bylaws 2 through 12 may participate;
- 4) Intrasquad games may be held but shall be counted as one of the ten practice sessions; and
- 5) There shall be no school or coach imposed penalty for any player who chooses not to participate.
- 6) There shall be no mandatory participation by any person on a spring sports eligibility list (or entering any spring sport scrimmage or contest) and no mandatory participation by any other person not appearing on a spring sports roster.
- h) The Board of Control may waive provision(s) (b) or (d) of this Bylaw to allow member schools to participate in Hall of Fame and Museum contests. Rules on participation in the Classic shall be made by the Board of Control and published in the Athlete Magazine as a part of the official record of the Association.

Sec. 6) SPORTS SPECIFIC LIMITATIONS- GOLF- BOYS AND GIRLS

- a) Organized practice shall not take place prior to July 15.
- b) There shall be no more than two (2) practice matches prior to the first regular season contest of that year.
- c) The first match shall not take place before the Friday nine weeks prior to the Monday of the week of the first round of the KHSAA sanctioned postseason play.
- d) The season shall consist of a maximum of twenty (20) rounds of golf against other school representatives (minimum nine holes) to be played prior to the beginning of KHSAA state championship competition (region). Any team reaching this limitation shall have its regular season end immediately. Any forfeit fees necessitated by match cancellations after this date shall be paid, and the forfeit win shall NOT be counted against the game limit for the opponents.
- e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned postseason events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

Sec. 7) SPORTS SPECIFIC LIMITATIONS- SOCCER- BOYS AND GIRLS

- a) The first organized practice for the fall varsity (grades 9-12) season shall not take place prior to July 15.
- b) There shall be no more than two (2) scrimmages or practice games prior to the first regular season contest of that year.
- c) The first match shall not take place prior to the Monday of Corresponding Week 7.
- d) The season shall consist of a maximum of twenty-one (21) games to be played prior to the beginning of KHSAA state championship competition (district).
- e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

Sec. 8) SPORTS SPECIFIC LIMITATIONS- SOFTBALL- GIRLS (FASTPITCH)

- a) Following the opening day of school there shall be no organized practice prior to February 15.
- b) There shall be no more than two (2) scrimmages or practice games prior to the first regular season contest of that year.

- c) The first game shall not take place prior to the Wednesday of the first state basketball tournament.
 - d) The season shall consist of a maximum of thirty-six (36) games to be played prior to the beginning of KHSAA state championship competition (district).
 - e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.
- Sec. 9) SPORTS SPECIFIC LIMITATIONS- SWIMMING- BOYS AND GIRLS**
- a) Following the opening day of school, there shall be no organized practice prior to October 1.
 - b) There shall be no more than two (2) practice meets prior to the first regular season contest of that year.
 - c) The first meet shall not take place prior to November 15.
 - d) The season shall consist of a maximum of fifteen (15) meets to be held prior to the beginning of KHSAA state championship tournament competition (region).
 - e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned postseason events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or competition during the remainder of the academic school year.
- Sec. 10) SPORTS SPECIFIC LIMITATIONS- TENNIS- BOYS AND GIRLS**
- a) Following the opening day of school, there shall be no organized practice prior to February 15.
 - b) There shall be no more than two (2) practice matches prior to the first regular season contest of that year.
 - c) The first match shall not take place prior to the Wednesday of the first state basketball tournament.
 - d) The season shall consist of a maximum of twenty-two (22) matches to be held prior to the beginning of KHSAA state championship tournament competition (region). Any forfeit fees necessitated by match cancellations after this limit is reached shall be paid, and the forfeit win shall NOT be counted against the game limit for the opponents. Any four (4) invitational tournaments shall count as one (1) match each against this limit. All dual matches shall count as one (1) match each against this limit.
 - e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned postseason events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.
- Sec. 11) SPORTS SPECIFIC LIMITATIONS- INDOOR AND OUTDOOR TRACK- BOYS AND GIRLS**
- a) Following the opening day of school, there shall be no organized practice prior to December 1.
 - b) There shall be no more than two (2) practice meets held by each team and these shall be held on or before the Monday of NFHS calendar week 38.
 - c) The first meet (indoor or outdoor) shall not take place before the Monday of NFHS Calendar Week 28.
 - d) The season shall consist of a maximum of nineteen (19) meets, to be held prior to the beginning of KHSAA state championship tournament competition (region). All meets, regardless of format or of being indoor or outdoor meets, shall count against the limit of meets.
 - e) The opportunity to participate in regular season outdoor contests season shall end at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned postseason events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination,
- there shall be no further practice or play during the remainder of the academic school year.
- Sec. 12) SPORTS SPECIFIC LIMITATIONS- VOLLEYBALL- GIRLS**
- a) The first organized practice for the fall varsity (grades 9-12) season shall not take place prior to July 15.
 - b) There shall be no more than two (2) scrimmages or practice games prior to the first regular season contest of that year.
 - c) The first match shall not take place prior to the Monday of Corresponding Week 6
 - d) The season shall consist of a maximum of thirty-five (35) matches to be played prior to the beginning of KHSAA state championship tournament competition (district).
 - e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.
- Sec. 13) SPORTS SPECIFIC LIMITATIONS- WRESTLING- BOYS**
- a) Following the opening day of school, there shall be no organized practice prior to October 15.
 - b) There shall be no more than two (2) practice meets prior to the first regular season contest of that year.
 - c) The first match shall not take place prior to the Monday of Corresponding Week 21
 - d) The season shall consist of a maximum of seventeen (17) matches in each weight class to be held prior to the beginning of KHSAA state championship tournament competition (region). Tournaments or contests involving three (3) or more schools shall count as one (1) match toward the match limit.
 - e) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned postseason events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.
 - f) The KHSAA and the National Federation of State High School Associations shall establish official weight classes.
- Sec. 14) SPECIFIC LIMITATIONS- OTHER SPORTS ACTIVITIES - ARCHERY**
- a) The first organized practice shall not take place prior to October 1.
 - b) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned postseason events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further official practice or play during the remainder of the academic school year.
- Sec. 15) SPECIFIC LIMITATIONS- OTHER SPORTS ACTIVITIES BASS FISHING**
- a) The first organized practice shall not take place prior to October 1.
 - b) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned postseason events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further official practice or play during the remainder of the academic school year.
- Sec. 16) SPECIFIC LIMITATIONS- OTHER SPORTS ACTIVITIES BOWLING**
- a) The first organized practice shall not take place prior to October 1.
 - b) The opportunity to participate in regular season contests shall end at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned postseason events, with the exception that the varsity team may practice and play through its elimination from KHSAA

sanctioned tournament play. Following elimination, there shall be no further official practice or play during the remainder of the academic school year.

Sec. 17) SPECIFIC LIMITATIONS- OTHER SPORT ACTIVITIES- COMPETITIVE CHEERLEADING (INTERSCHOLASTIC SPIRIT)

- a) The first organized practice shall not take place prior to July 15.
- b) Cheerleaders shall be limited to a maximum of three competitions during the school year, not including in-game competitions, that each are sponsored by an organization that adheres to and enforces the Stunt Limitations of the National Federation Spirit Guide. This shall not include in-game competitions. Sanctioned competitions sponsored by the Kentucky Association of Pep Organization Sponsors (KAPOS) shall not count toward the three-competition limit. All levels of a competition that progresses to a district, region, state or national level through qualification shall be considered as one competition.
- c) The opportunity to cheer or enter cheerleading contests ends at all levels (grades 9-12) for that academic year on April 1. After April 1, schools are permitted to designate a single two-week tryout period to assist with determining the squad for the following year. Other than the designated tryout period, there shall be no further official practice or competition from April 1 until the end of the academic school year.

BYLAW 24: SUMMER SPORTS AND SPORTS/ ACTIVITIES

Sec. 1) SCHOOL TEAM PLAY IN SUMMER (NON DEAD PERIOD)

Member schools may participate in sanctioned play during the summer to complete spring seasons in baseball, softball, tennis and track and may begin sanctioned regular season play and practice as defined by Bylaw 23 prior to the opening of school in cheerleading, cross country, football, golf, soccer and volleyball. Only participants eligible during the spring semester may compete on the school teams. All KHSAA eligibility rules apply, and full control of the summer program shall remain with the participating high school and the principal of that school.

Sec. 2) RESTRICTIONS ON FOOTBALL AND BOYS' BASKETBALL

Students shall not participate in any school vs. school (in any format) or team competition in football between the earlier of the last day of school and June 1 through June 24. During this period, students may participate in activities such as weight training, skill development, individual camps and accepted open gym or field activities where no inter-school competition is involved. Students shall not participate in any school vs. school (in any format) of team competition in boys' basketball between the end of the dead period and July 31. During this period, students may participate in activities such as weight training, skill development, individual camps and accepted open gym/field activities where no inter-school competition is involved.

Sec. 3) SUMMER DEAD PERIOD

Students may not receive coaching or training from school personnel (either salaried or non salaried) and school facilities, uniforms, nicknames, transportation or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during the period beginning with June 25, and going through July 9. School funds may not be expended in support of interscholastic athletics in any KHSAA sanctioned sport during this period. These restrictions shall not apply to postseason wrap-up activities, celebrations and recognition events relating to a spring sports team at a school which participated in KHSAA state championship play in that particular sport during that particular year.

BYLAW 25: REQUIREMENT FOR COACHES AND OTHERS WORKING WITH HIGH SCHOOL TEAMS

Sec. 1) DEFINITIONS

a) Level 1 Coaches

An individual seeking a coaching position at the high school level shall be categorized as Level 1 if that individual is a certified teacher and member of the regular school system faculty and meets the following criteria prior to assignment to coaching duties:

- 1) Is employed a minimum of three (3) regular periods for teaching classes, which may include physical education;
- 2) Is employed for supervision of study halls; or
- 3) Is exercising responsibilities in other activity assignments within the school schedule.

b) Level 2 Coaches

An individual seeking a coaching position at the high school level shall be categorized as Level 2 if that individual meets the following criteria prior to assignment to coaching duties and does not meet the qualifications of Level 1:

- 1) Shall be 21 years of age;
- 2) Shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 that is classified as a felony;
- 3) Shall submit to a criminal record check under KRS 160.380;
- 4) Shall meet one of the following additional qualifications:
 - i. Have graduated from a public or accredited high school and hold a provisional or standard teaching certificate;
 - ii. Have completed sixty-four semester hours of college credit from an accredited college or university as documented by an official transcript;
 - iii. Be a graduate from a public or accredited high school and be in compliance with the local district standards for serving as an approved substitute teacher as approved by the Education Professional Standards Board; or
 - iv. Be a graduate from a public or accredited high school and complete a Level 1 Coaching Certification Program approved by NFHS as well as completing prescribed electives as detailed by the KHSAA Board of Control. Level 2 coaches approved under exception (iv) shall complete the KHSAA Coaching Education program prior to coaching in the first interscholastic contest; and
- 5) Prior to assuming duties, Level 2 coaches shall successfully complete training provided by the local school district. The training shall include information on the physical and emotional development of students of the age with whom the Level 2 coach will be working, the district's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow up training shall be provided annually.

c) Waiver of 64-hour requirement for Coaches at the High School Level

In the event that the member school is unable to staff head or assistant coaching positions in any sport or sport activity (including cheerleading) with a Level 1 or Level 2 individual, the member school may request through the Superintendent that the KHSAA allow for a waiver of this rule in order that the additional time be available to find an applicant meeting the criteria.

d) Head Coach

As referred in this regulation, the head coach at the high school level shall be the head varsity coach designated by the school or Board of Education unless otherwise noted in the bylaw.

Sec. 2) HIRING AND EMPLOYMENT REQUIREMENTS FOR COACHING POSITIONS AT THE HIGH SCHOOL LEVEL

a) Required Level

Level 1 or 2 individuals (head and assistant) may be assigned as the head or assistant coach in any sport or sport activity (including cheerleading).

b) KHSAA Member School Obligations in Hiring

- 1) The Superintendent shall ensure that all assignments for coaching duties comply with all applicable state and local policies.
- 2) The hiring process shall ensure that in considering those individuals seeking coaching duties, the most qualified individual shall be assigned. In considering qualifications, the qualifications desired for the position, the references, interviews and experience of those seeking the duties, and the education background shall be considered.

c) Compensation for Coaches at the High School Level

Any person assigned to coaching duties at any level (grades 9-12) shall be duly employed through the respective board of education and the entire coaching salary shall be paid through that board in accordance with local Board of Education policy.

Sec. 3) POST HIRE REQUIREMENTS AND REQUIREMENTS FOR

CONTINUING COACHING DUTIES

- a) C.P.R. and AED Training for Coaches at the High School Level
All coaches (head and assistant) at any level in all sanctioned sports and sport activities (including cheerleading) shall provide documentation of successful completion of a C.P.R. course including the use of an Automatic External Defibrillator and the requisite First Aid Training, as approved by a college or University, the American Red Cross, American Heart Association or other bona fide accrediting agency. Initial certification shall use in-person instruction and certification shall be timely and appropriately updated as required by the approving agency.
- b) Coaches Education Program for Coaches at the High School Level
 - 1) A Coaches Education Program has been approved as the coaching education program in Kentucky. The program shall include a course of study to include a KHSAA approved Coaches Education Program, KHSAA rules information and local district policies. The cost of attending the KHSAA Coaches Education Program shall be the responsibility of the individual coach(es). Local school districts or local schools may, upon successful completion of all coaching education requirements including all examinations, reimburse the coaches for the expense of attending the course.
 - 2) Level 1 individuals assigned to duties as a coach (head or assistant), who are hired as a member of the school system faculty for the first time following the 1995-96 school year shall take and complete all requirements for the Kentucky Coaches Education Program as detailed in Section b(1) above within one year of the initial assignment to coaching duties or prior to the legal start of practice for the next competitive season in any particular sport to which the individual is assigned, whichever occurs first.
 - 3) Level 2 individuals (subsections i, ii and iii) assigned to duties as a coach (head or assistant) shall take and complete all requirements for the KHSAA Approved Coaches Education Program as detailed in Section b(1) above within one year of the initial assignment to coaching duties or prior to the legal start of practice for the next competitive season in any particular sport to which the individual is assigned, whichever occurs first.
 - 4) Level 2 individuals (subsection iv) assigned to duties as a coach (head or assistant) shall take and complete all requirements for the KHSAA Approved Coaches Education Program as detailed in Section b(1) above within one year of the initial assignment to coaching duties or prior to the legal start of practice for the next competitive season in any particular sport to which the individual is assigned, whichever occurs first.
- c) Sports Safety Training and Medical Symposium Updates for Coaches at all Interscholastic Levels
 - 1) Each coach (head and assistant, including cheerleading) at all levels (grades 9-12) shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries.
 - 2) All member schools of the KHSAA shall pay the necessary expenses of coaches for the required attendance at the sanctioned sports safety course and sports medicine symposium update.
 - 3) The course shall meet the following criteria:
 - i. The content of the course shall include the elements specified in KRS 160.445 including the risk of concussion and head injury;
 - ii. The course shall be taught by a Certified Athletic Trainer, Registered Nurse, Physician or Physician's Assistant licensed to practice in Kentucky;
 - iii. The course material and content shall be updated every thirty (30) months; and
 - iv. Each coach having completed the course shall re-certify by taking the course not less than once every two (2) years.
 - 4) Successful completion of the course shall constitute a passing score.
 - 5) Each coach of a sport or sport-activity at all interscholastic levels shall have successfully completed the sports safety course and medical symposium update prior to assuming

coaching duties.

- 6) The penalty for noncompliance with this section shall be suspension from coaching duties.
- d) KHSAA Rules Clinic for Coaches at the High School Level
 - 1) All coaches (head and assistant) shall annually attend at least one rules interpretation clinic conducted by representatives of the KHSAA in the sport in which they coach and the school desires to enter a team in postseason play, provided these clinics are conducted under the authorization of the Commissioner.
 - 2) The penalty for noncompliance with this section shall be suspension from coaching duties in all contests for a period not to exceed one year or any penalty otherwise included in Bylaw 27.

BYLAW 26: RULINGS, REPORTING OF VIOLATIONS

Sec. 1) REQUESTS FOR RULINGS

The principal or Designated Representative shall direct all requests for rulings and interpretations to the Commissioner in writing. In all cases in which players are involved, the names of the players and all possible pertinent information shall be given.

Sec. 2) REPORTING OF VIOLATIONS

Any person wishing to report a violation of the KHSAA Constitution, Bylaws or Competition rules shall do so in writing. If evidence is presented to warrant an investigation, the Commissioner shall ensure that an investigation is performed. The Commissioner's office shall notify the principal or superintendent of the protested school, telling him or her the exact nature of the charges made. If an investigator is appointed to gather evidence in connection with the protest, he shall provide a copy of the report to the Commissioner, and a copy shall be made a part of the official school records with the Association and shall be made available to the principal or superintendent of the schools involved upon request.

BYLAW 27: IMPOSITION OF PENALTIES

Sec. 1) AUTHORITY TO PENALIZE

- a) If Association rules and regulations have been violated, penalties may be imposed on the offending schools or individual within the defined parameters of this bylaw, the KHSAA Due Process Procedure, and KRS Chapter 13B. These penalties may be by the Commissioner's office, the KHSAA Hearing Officer or the Board of Control dependent upon the specifics of the bylaw, KHSAA Due Process Procedure, or KRS Chapter 13B.
- b) Each member school of the KHSAA through its Principal shall ensure that its athletic program remains compliant with KHSAA rules.

Sec. 2) EXCEPTION TO PENALTY AUTHORITY FOR COURT ORDERED PLAY

A member school, student, coach, or administrator shall not be punished or sanctioned, in any manner, by the KHSAA for allowing a student to play in an athletic contest or practice with the team during a time when an order of a court of competent jurisdiction permits the student to participate or otherwise stays or enjoins enforcement of a final KHSAA decision on eligibility.

Sec. 3) PENALTY OPTIONS

For violation of any rule or regulation by any member school or school designated staff, student-athlete, official, or other representative, the penalty as may be called for under the specific rule or regulation, or, in case no specific penalty is called for, disciplinary action, including warning, reprimand, probation, suspension, or payment of a fine may be imposed.

a) FINE

- (1) A fine may be levied in lieu of, or in addition to, any other penalty imposed upon the school and may only be levied against a member school.
- (2) The Board of Control shall adopt a schedule of fines and publish said schedule annually in the Association Handbook.
- (3) The fine schedule shall also include any amounts paid by the Association or received by the school as a result of postseason competition.
- (4) A fine shall not be levied against any individual within the interscholastic athletic program but may only be levied against the member school and only for selected violations as

determined by the Board of Control.

b) FORFEIT

- (1) The forfeit of contests or meets may be included in penalties assessed for violation of Association rules.
- (2) In addition, if a student is declared ineligible, all contests in which he or she has played while ineligible shall be forfeited to the opposing team.

c) WARNING

A warning may be issued which is written notification that a violation, or an inexcusable or unethical action, has occurred, is a matter of record, and that the action shall not be repeated.

d) LETTER OF REPRIMAND

- (1) A written reprimand of the individual, program, or school may be issued if a violation of the rules has occurred which was preventable.
- (2) The action is a matter of record, and warnings that repeat actions of this type may be cause for further penalty.

e) PROBATION

- (1) Probation is a more severe penalty and may be described in the following manner. Normally, an individual or a school on probation is on conditional Association membership, but may be permitted to engage in a regular schedule, sanctioned events, or district, regional and state championships. This is provided that the individual or school has taken steps to ensure the problem which placed the individual or school on probation has been alleviated and will not re-occur.
- (2) Additionally, a school on probation may be restricted to limits on scrimmages, regular season contests or post season competition as may be deemed appropriate.

f) SUSPENSION

- (1) An individual participant, coach, specific sport or school may be suspended from competition or from scrimmage participation.
- (2) This penalty may range from the elimination of individual or team(s) participation in games, tournaments, meets or state championship competition, to suspension of the school from the Association.
- (3) Individuals or teams suspended may not engage in contests with member schools of the Association, or with any other school that is a member of another state associated with the National Federation of State High School Associations.

g) REIMBURSEMENT

- (1) A fine may be levied equal to the amount of itemized legal fees expended by the Association in defense of its rules in a court of law in cases where a school or school system is directly or indirectly involved in the legal challenge of an association rule which has passed via the proper Constitutional process and in which case, the Association prevails in court.
- (2) If the Association, its Commissioner, or other persons associated or employed by the Association are named as a party, or if the Association intervenes in any action to enforce a ruling, bylaw or other provision, it shall be presumed that the school where the student attends or the coach or other person is employed or is otherwise associated or connected, is involved in the legal challenge.
- (3) The presumption of involvement may be rebutted by clear and convincing evidence.
- (4) Involvement includes providing testimony, staff, staff legal counsel or funds for counsel, or direct filings by or on behalf of the school or school system.
- (5) If the Association conducts an investigation regarding any player, coach, assistant coach, paraprofessional, booster, supporter or other person associated with a team, program or member school, and the investigation results in any penalty being imposed by the Association, the school may be required to pay all costs of that investigation.
- (6) The costs may include the costs, fees and expenses charged by an investigator, and the costs, fees and expenses charged by the Association's legal counsel.

h) PERMANENT SUSPENSION

Any coach, participant or other school representative may be permanently suspended from involvement in interscholastic athletics in this state if found by competent and conclusive evidence to be guilty of assaulting a sports official.

i) REDISTRIBUTION

If a school is found to have used an ineligible competitor and as an extension to the fine penalty listed above, it may be directed that a portion or all of the net proceeds received from a postseason contest or tournament be returned to the host or redistributed to the other contest or tournament participants.

j) VACATE/STRIKE

If a school is found to have used an ineligible competitor, it may be directed that Individual records and performances be vacated or stricken; Team records and performances including place finishes be vacated or stricken; or Individual or team awards be returned to the Association.

D

KHSAA DUE PROCESS PROCEDURE

Specific case situations are contained in this section of the KHSAA Handbook which are interpretations and rulings which have been made in accordance with applicable provisions of the KHSAA Constitution. These interpretations supplement the printed rules but do not in any manner substitute for the actual rule. Many of these rulings have established precedent for the interpretation or enforcement of these provisions, and remain in place until further altered, re-interpreted, or otherwise set aside. Specific inquiries not addressed by published interpretations should be submitted in writing to the Commissioner of the KHSAA, 2280 Executive Drive, Lexington, KY 40505. Interpretive questions or eligibility rulings shall be requested and issued in writing.

In compliance with KRS Chapter 13B, the Board of Control of the Kentucky High School Athletic Association has adopted the following Due Process Procedure. Only relevant, additional definitions are listed in this procedure, and all other procedural questions, definitions and interpretations default to the current adopted version of Chapter 13B.

Sec. 1) DEFINITIONS

"Agency Head" means the Commissioner of the KHSAA or the person designated with the authority in the event of his or her inability to serve, and who is responsible for entry of a final order in Hearing Officer Matters.

"Aggrieved Party" means the person within the confines of KRS Chapter 13B who is directly involved and aggrieved by a decision made within this Procedure. This could include but not be limited to,

- The Principal of the sending and receiving school in the case of a transferring student (Bylaw 6);
- The Principal of the enrolled school of a specific student in a matter related to Bylaws 3 through 14 (excluding 6);
- A student who has reached the age of eighteen (18), or the custodial parents of a minor student in a matter related to Bylaws 3 through 14; or
- The Principal of the directly involved and named member school in the case of any matter over which the Board of Control has final jurisdiction and does not involve an Independent Hearing Officer.

"Board Matters" means those matters not defined as Hearing Officer Matters, which are heard through a hearing before the KHSAA Board of Control.

"Board of Control" means the duly elected or appointed members of the Board of Control of the KHSAA, and is the body responsible for entry of a final order in Board matters.

"Commission" means the person(s) hired as the Assistant Commissioners in accordance with the amended Federal Consent decree.

"Commissioner" means the person hired as the Commissioner of the KHSAA. In Board Matters, Commissioner shall also include the member of the Commission designated by the Commissioner to rule in specific matters.

"Final Order" means the whole or part of the final disposition of an administrative hearing, whenever made effective by the Commissioner or Board of Control.

"Hearing Officer Matters" means eligibility matters related to KHSAA Bylaws 3 through 14, which are conducted through a process utilizing an Independent Hearing Officer under KRS Chapter 13B.

"KHSAA" means the Kentucky High School Athletic Association.

"Party" means:

- The named person whose legal rights, duties, privileges, or immunities are being adjudicated in the administrative hearing;
- The Principal of the sending and receiving school in the case of a transferring student (Bylaw 6);
- The Principal of the enrolled school of a specific student in a matter related to Bylaws 3 through 14 (excluding 6);
- Any other person who is duly granted intervention in an administrative hearing; and
- Any agency named as a party to the adjudicatory proceeding or entitled or permitted by the law being enforced to participate fully in the administrative hearing.

"Recommended Order" means the whole or part of a preliminary hearing report to the Commissioner for the final disposition of an administrative hearing in a Hearing Officer Matter.

"Regional Investigative Committee" means the representatives of the member schools within a region as defined in the basketball alignment, who are selected within approved Board of Control policies to assist in the acquiring of information related to a specific eligibility matter.

"Ruling Officer" means the member(s) of the Commission designated by the Commissioner to make initial eligibility determinations in Hearing Officer Matters.

Sec. 2) DUE PROCESS PROCEDURE FOR HEARING OFFICER MATTERS

a) Ruling Officer's Authority to Rule

(1) Requests for initial rulings shall be made in writing to the KHSAA with a return address for response. Oral requests for rulings or requests by electronic mail shall not be accepted.

(2) In Hearing Officer matters, the Ruling Officer(s) is/are empowered to make initial rulings and interpret the provisions of the KHSAA Constitution, Bylaws and Competition rules as it relates to the eligibility of a student-athlete, member school and to restore eligibility. Restoration may only be granted in cases where strict application of the applicable bylaw is unfair to the student athlete because the circumstances creating the ineligibility are clearly beyond the control of all of the parties involved.

(3) The Ruling Officer shall act upon any request for initial ruling filed in accordance with this procedure when all information is available. Any appeal seeking a ruling based on unknown or speculative factors shall be denied as being premature. Unless further investigative information is needed, it shall be the objective of the Ruling Officer to make the initial ruling within thirty (30) calendar days of receipt of the request.

b) Appeals to the Hearing Officer in Hearing Officer Matters

(1) If an aggrieved party is affected by a ruling of the Ruling Officer(s) interpreting a provision or provisions of a Hearing Officer Matter, the party may appeal the ruling to a hearing officer of the KHSAA through the Commissioner's office.

(2) Any appeal seeking a ruling based on unknown or speculative factors shall be dismissed by the hearing officer as being premature and eligibility denied.

c) Support Information

(1) The KHSAA staff or the Hearing Officer may request support documentation for all matters upon which an appeal is based.

(2) Prior to issuing a recommended order in a Hearing Officer Matter, the hearing officer may direct the Commissioner's office to perform any investigative functions necessary to ensure that all support documentation and evidence is considered in making a recommendation.

d) Notice of Hearing

(1) Notice shall be made to the Principal of all schools directly involved with an appeal and to the appealing parties. If an individual is pursuing the appeal and not a member school, notice shall also be made by first class mail to the Principal of all member schools that are parties to the proceeding.

(2) The notice shall be plain in nature and shall include:

- All information and notices required by KRS Chapter 13B; and

- A copy of the KHSAA Due Process Procedure.

e) Attendance at the Hearing

(1) Representatives of appealing parties and all potentially affected parties are advised, recommended and encouraged to attend hearings.

(2) In the instance of a student submitting the appeal, the Principal of member school that the student attends may represent the student at the administrative appeal.

(3) Any person entitled to be in attendance at the hearing may represent himself or herself. These persons are also entitled to be represented by counsel, provided that they notify all other parties involved in the appeal of the name, address and telephone number of the counsel at least three (3) business days in advance of the hearing.

f) Administrative Hearing Procedures

(1) Administrative hearings conducted involving Hearing Officer Matters shall be conducted in accordance with KRS Chapter

13B.

- (2) If an aggrieved or interested party fails to attend or participate in a hearing, the hearing officer or the Board of Control, at its discretion, may deny that party the right to seek additional review or present additional evidence at a later date.

g) Recommendation of Hearing Officer in Hearing Officer Matters

- (1) The recommendation of the hearing officer shall be completed and submitted to the Commissioner not more than thirty (30) calendar days after receiving the official record of the proceeding. The decision shall include findings of fact, conclusions of law and recommended disposition of the hearing, including any recommended penalties, if applicable.
- (2) A copy of the hearing officer's recommended order shall also be sent to each party in the hearing.
- (3) Each party shall have fifteen (15) days from the date a hearing officer's recommended order is mailed within which to file exceptions to the recommendations with the Commissioner.
- (4) The KHSAA shall maintain on file an official record of the complete proceedings of each administrative hearing and subsequent official actions.

h. Decision of the Commissioner in Hearing Officer Matters

- (1) The Commissioner shall act on a recommended order of the Hearing Officer in Hearing Officer Matters within fifteen (15) days after the deadline to file exceptions.

(2) The Commissioner may:

- a. Accept the recommended order and adopt it as the Agency Head's final order;
- b. Reject or modify in whole or in part the recommended order; or
- c. Remand the matter, in whole or in part, to the hearing officer for further proceedings as appropriate.

- (3) If the final order differs from the recommended order, the Commissioner shall include separate statements of findings of fact and conclusions of law.

- (4) In making a final order, the Commissioner shall only consider the record including the recommended order and any exceptions duly filed to a recommended order. The Commissioner shall not consider new and additional evidence or allow oral argument, except that the Commissioner may grant a motion to introduce new and additional evidence or make oral argument if significant factual circumstances have changed since the administrative hearing or the administrative record does not permit adequate review of the hearing proceedings.

- (5) The final order shall be in writing and stated in the record. The final order shall also include the effective date of the order and a statement advising parties fully of available appeal rights.

i. Judicial Review

- (1) Final orders of the Commissioner in Hearing Officer Matters may be subject to judicial review in accordance with KRS Chapter 13B.

- (2) A party may institute an appeal by filing a petition in the appropriate Circuit Court within thirty (30) days after the final order is mailed or delivered by personal service.

- (3) A party may file a petition for judicial review only after the party has exhausted all administrative remedies available within this procedure.

Sec. 3) DUE PROCESS PROCEDURE FOR BOARD MATTERS

a) Commissioner's Authority to Rule

- (1) Requests for initial rulings shall be made in writing to the Commissioner with a return address for response. Oral requests for rulings or requests by electronic mail shall not be accepted.

- (2) In Board matters, the Commissioner is empowered to make initial rulings and interpret the provisions of the KHSAA Constitution, Bylaws and Competition rules as it relates to the eligibility of a student-athlete, member school or contest official and to restore eligibility. Restoration may only be granted in cases where strict application of the applicable bylaw is unfair to the student athlete because the circumstances creating the ineligibility are clearly beyond the control of all of the parties involved.

- (3) The Commissioner shall act upon any request for initial ruling

filed in accordance with this procedure when all information is available. Any appeal seeking a ruling based on unknown or speculative factors shall be denied as being premature. Unless further investigative information is needed, it shall be the objective of the Commissioner to make the initial ruling within thirty (30) calendar days of receipt of the request.

b) Appeals to Board of Control (Board Matters)

- (1) If an aggrieved party is affected by a ruling of the Commissioner interpreting a provision or provisions of a Board Matter, the party may submit a written notice of appeal of the decision and request a formal hearing before the Board of Control.

- (2) The Board of Control shall conduct a formal hearing and act on an appeal at the next scheduled meeting provided that a minimum of ten (10) days has passed since receipt of the written notice of appeal.

- (3) Aggrieved and affected parties may request a special meeting of the Board of Control prior to the next regularly scheduled meeting. The request shall be ruled upon by the President of the Board of Control.

- (4) Any appeal seeking a ruling based on unknown or speculative factors shall be dismissed by the Board of Control as being premature and eligibility denied

c. Support Information

KHSAA staff or the Board of Control may request support documentation for all matters upon which an appeal is based.

d. Notice of Hearing/Consideration by the Board of Control

- (1) Notice shall be made to the Principal of all schools directly involved with an appeal and to the appealing party or parties.

- (2) If an individual is pursuing the appeal and not a member school, notice shall also be made by first class mail to the Principal of all member schools that are parties to the proceeding.

- (3) The notice shall be plain in nature and shall include:

- a. All information and notices required by the policies of the Board of Control; and
- b. A copy of the KHSAA Due Process Procedure.

e) Attendance at the Hearing

- (1) Representatives of appealing parties and all potentially affected parties are advised, recommended and encouraged to attend hearings.

- (2) In the instance of a student submitting the appeal, the Principal of member school that the student attends may represent the student at the administrative appeal.

- (3) Any person entitled to be in attendance at the hearing may represent himself or herself. These persons are also entitled to be represented by counsel, provided that they notify all other parties involved in the appeal of the name, address and telephone number of the counsel at least three (3) business days in advance of the hearing.

f. Administrative Hearing Procedures

- (1) Administrative hearings conducted involving Hearing Officer Matters shall be conducted in accordance with KRS Chapter 13B. Hearings conducted by the Board of Control shall be conducted in accordance with Roberts Rules of Orders and adopted Board of Control meeting procedures.

- (2) If an aggrieved or interested party fails to attend or participate in a hearing, the Board of Control, at its discretion, may deny that party the right to seek additional review or present additional evidence at a later date.

g. Decision of the Board of Control in Board Matters

- (1) The Board shall issue a final order in all Board Matters.

- (2) The final order shall be in writing and stated in the record. The final order shall also include the effective date of the order and a statement advising parties fully of available appeal rights.

h. Judicial Review

- (1) Final orders of the Board of Control in Board matters may be subject to judicial review in accordance with KRS Chapter 13B.

- (2) A party may institute an appeal by filing a petition in the appropriate Circuit Court within thirty (30) days after the final order is mailed or delivered by personal service.

- (3) A party may file a petition for judicial review only after the

party has exhausted all administrative remedies available within this procedure.

Due Process
Procedure

E

BOARD OF CONTROL ADOPTED POLICIES

The Board of Control has established many regulations and policies during its regular meetings. The following are the primary policies that affect daily operations at the Association.

POLICY ON HIGH SCHOOL MEMBERSHIP IN THE ASSOCIATION AND COMPLIANCE EXPECTATIONS

Articles III and VI of the KHSAA Constitution detail the Board of Control's duty to develop standards for membership in the KHSAA and authorize the denial of membership applications for sufficient cause. The following policies detail that duty.

Sec. 1) OPERATIONAL PROCEDURES

- a) Membership Forms shall be distributed to current members on or about May 1 for the following year along with the bill for membership dues.
- b) Membership applications shall also be distributed as requested from other prospective KHSAA member schools.
- c) Membership applications shall be due to the KHSAA by July 1. Previous member schools are generally given until their opening day of school to join without penalty.
- d) At the July Board of Control meeting, the Commissioner reports to the Board of Control on recommendations for approval of the membership list for the coming school year. The Board shall take action on those recommendations.
- e) The deadline for the payment of membership dues is September 1.

Sec. 2) BASIC MEMBERSHIP CRITERIA

- a) Pursuant to 702 KAR 7:065, Section 1, the KHSAA has been designated as the Kentucky Board of Education's agent to manage interscholastic athletics at the high school level in the common schools, including a private school desiring to associate with the KHSAA and compete with a common school. Any school desiring to associate with the KHSAA shall complete, sign and submit this application to the KHSAA together with the applicable dues, which shall be considered by the KHSAA Board of Control. The following are the basic criteria for membership in the KHSAA:

- b) Pursuant to 702 KAR 7:065, Section 1, the KHSAA has been designated as the Kentucky Board of Education's agent to manage interscholastic athletics at the high school level in the common schools, including a private school desiring to associate with the KHSAA and compete with a common school. Any school desiring to associate with the KHSAA shall complete, sign and submit this application to the KHSAA together with the applicable dues, which shall be considered by the KHSAA Board of Control. The following are the basic criteria for membership in the KHSAA:

- (1) The school shall have the 12th grade as the terminating grade, and not enroll students in only grades K-5;

- (2) The school shall be:

- a. A public school under the auspices of the Kentucky Department of Education fitting into one of the following membership categories: A1 (District operated general or multi-program school), D1 (State Department of Education operated school), F1 (Federal Dependent school); or

- b. A non-public school (private, parochial or church affiliated school fitting into one of the following membership categories: J1 - Roman Catholic School, M1 - Other religious school or R1 - Private, non church school) that has been certified by the Kentucky Board of Education consistent with KRS 156.160(3) (see KDE web site for Certification Process for Non-Public Schools), is a current member of the Kentucky Non-Public School Commission, and is accredited by one of the listed approved accrediting agencies;

- (3) The school shall agree, through this application and other monitoring methods, to adhere to and abide by the KHSAA Constitution, Bylaws, Competition Rules and all other policies and directives of the KHSAA Commissioner or Board of Control;

- (4) A new school formed by the local board of education from existing KHSAA member schools shall be immediately eligible for championship participation upon acceptance of the application for new membership; whereas, any other

school applying for new membership shall be ineligible for championship play during a probationary period from the date of acceptance of the application; and

- (5) The school shall pay the membership dues and any and all assessed fines by the imposed deadline.

Sec. 3) REASONS TO DENY OR REVOKE MEMBERSHIP

- a) The following is a list of reasons that the KHSAA Board of Control may either deny an application, suspend or revoke membership in the KHSAA:

- (1) Failure to satisfy any of the Basic Membership Criteria enumerated above;
- (2) Failure to adhere to and abide by any of the Agreements enumerated below; or
- (3) A documented pattern of continual violations and a general lack of institutional control as defined in KHSAA Bylaw 27.

Sec. 4) SCHOOL MEMBERSHIP DUES

- a) Schools desiring to become a member of the Association shall pay a fee in accordance with their enrollment on the following schedule:

- (1) Schools enrolling 1-400 students in grades 9-12 shall pay \$800;
- (2) Schools enrolling 401-610 students in grades 9-12 shall pay \$1000;
- (3) Schools enrolling 611-899 students in grades 9-12 shall pay \$1200; and
- (4) Schools enrolling more than 899 students in grades 9-12 shall pay \$1400.

Sec. 5) COMPLIANCE EXPECTATION FOR MEMBERSHIP

- a) Each school desiring to join the KHSAA shall agree to compliance with certain specific requirements of the Board of Control. By signing this application on behalf of this school, I acknowledge that:

- (1) The local Board of Education or School Based Decision Making Body has given the undersigned Principal authorization to apply for renewal of membership in the KHSAA for the above referenced Academic School Year.
- (2) This school is a voluntary member of the KHSAA and is in compliance with the KHSAA Constitution, Bylaws, Competition Rules and all other policies and directives of the KHSAA Commissioner or Board of Control;
- (3) In accordance with the KHSAA Constitution, the Board of Control is the final authority in determining Competition Rules (including assignment of schools to district, region, and/or class);
- (4) I have read, understood and agree to abide by the KHSAA Constitution, Bylaws, Competition Rules, Due Process Procedure and all other policies of the KHSAA Commissioner or Board of Control as now enacted or later amended;
- (5) This school will abide by any and all of the rulings and directives of the KHSAA Commissioner, Assistant Commissioners, Hearing Officer and Board of Control, and at all times act in the best interests of the KHSAA;
- (6) This school will self-report any and all violations of the KHSAA Constitution, Bylaws, Competition Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and any ruling by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer or Board of Control;
- (7) The management of the athletic program is not in contradiction to state or Federal law, including the submission of the proper materials in a timely manner as requested by the Commissioner to fully comply with 702 KAR 7:065, Section 2(13) as it relates to monitoring compliance with 20 USC Section 1681 (Title IX);
- (8) The KHSAA may impose penalties as detailed in the Bylaws of the KHSAA against this school for violation of the KHSAA Constitution, Bylaws, Competition Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and agree to timely adhere to and abide by any and all penalties assessed against this school under the Bylaws of the KHSAA of any other rule, regulation or policy;
- (9) This school will comply with the principles of institutional

control as defined within the Bylaws of the KHSAA and the KHSAA's published interpretations thereof;

- (10) This school will comply in a timely manner with any and all requests by the KHSAA and its officials for information, records and reports;
- (11) Any information submitted via our online system using the secure login of an authorized school administrator shall be deemed to have been approved and signed off by the Principal;
- (12) All records of the school including financial, scholastic and attendance, are open and available for inspection by the KHSAA and its officials;
- (13) In compliance with the Bylaws of the KHSAA, this school's records are available for inspection and that this school has the financial aid need analysis for its student-athletes performed by an approved agency.
- (14) This school has distributed KHSAA Form GE04 in its entirety, including the applicable student eligibility rules and the Physician consent and Parental permission forms to each prospective student-athlete, and that this school properly maintains on file the written permission of the parents of each student-athlete and the required physical examination form until the student graduates from the school;
- (15) This school has ensured that each student-athlete has insurance coverage up to the KHSAA Catastrophic deductible prior to allowing them to practice (including try out) or play;
- (16) This school has maintained compliance with the Limitation of Seasons as published in the Bylaws of the KHSAA as it relates to the loss of school time for regular season athletic contests as well as properly monitoring the playing of scrimmage and regular season contests, and has not violated these provisions in any KHSAA sport, and will self-report any violations of these limitations;

PENALTY POLICY - BOARD OF CONTROL FINE SCHEDULE

In accordance with 702 KAR 7:065 and Bylaw 27, a monetary fine may be assessed against a member school. In addition, other penalties such as suspension of an individual or athletic program may be imposed for the same or similar violations of the particular bylaw, rule or tournament regulation.

Sec. 1) A MAXIMUM FINE OF \$50 PER OCCURRENCE FOR:

- a) Failure to notify game officials of change in game site or time in a timely manner; or
- b) Late membership dues payment.

Sec. 2) A MAXIMUM FINE OF \$100 PER OCCURRENCE FOR:

- a) Failure to attend the required KHSAA rules clinic for coaches or officials during the prescribed schedule. Payment of this fine entitles attendance at makeup clinic but does not prevent further penalties already prescribed for failure to attend clinic from being imposed;
- b) Failure to provide proper game administration personnel at contest site;
- c) Coaches criticizing specific contest officials by name or position to media;
- d) Use of non-registered officials;
- e) Late submission of tournament results, financial report or remittance of tournament proceeds by tournament manager;
- f) Late submission to the association of school information sheet or other postseason information by member school including delinquency in requested reports, or other required documents;
- g) Failure of a tournament/contest manager to report a tournament bracket in a timely manner or failing to report results as requested;
- h) Late reporting of participation list for catastrophic insurance verification;
- i) Ejection of a player or coach for unsportsmanlike conduct; or
- j) Late submission of any other required form not otherwise detailed within this schedule.

Sec. 3) A MAXIMUM OF \$300 PER OCCURRENCE FOR:

- a) Filming or videotaping of a scrimmage or contest by nonparticipating schools without approval of competing teams or tournament manager;
- b) Arrangement for a makeup rules clinic following last scheduled makeup clinic;
- c) Removal of team from field or court prior to completion of game;
- d) Failure to attend the required KHSAA medical symposium for head varsity coaches. Payment of this fine entitles attendance at makeup clinic (if one is held) but does not prevent further penalties already prescribed for failure to attend symposium from being imposed;
- e) Non sanctioned contest against out of state schools or playing a non-member school in a contest; or
- f) Late tournament information from schools including team pictures and entry of required rosters.

Sec. 4) A MAXIMUM FINE OF \$500 PER OCCURRENCE FOR

- a) Use of athlete without proper physical examination or parental permission;
- b) Violation of the provisions of Bylaw 23 that mandate competition may not be held on four consecutive days;
- c) Failure of a member school to adhere to Bylaw 22 with respect to school representatives accompanying athletes to competition;
- d) Withdrawal from championship play in any sport after the draw for bracket positions, entry deadline or deadline for seeded district games has passed;
- e) Withdrawal from championship competition in competitive cheer after the deadline for declaration of divisions and after the results of the declarations have been made public;
- f) Failure to attend required annual Medical Symposium (fine applicable per coach) when no make-up is available and when the coach in question has had two years of scheduled symposia and failed to attend; or
- g) Ejection of player for fight / unsportsmanlike conduct in games when athlete's eligibility in that sport has been exhausted.

Sec. 5) A MAXIMUM FINE OF \$1000 PER OCCURRENCE FOR:

- a) Use of an ineligible player when the facts were present to prevent such usage;

- b) Failure to properly certify athletes with respect to age;
- c) Violation of National Federation Spirit rules by a cheerleading coach or squad;
- d) Use of illegal equipment by a cheerleading coach or squad;
- e) Team leaving bench and coming into playing area during altercation / fight;
- f) Team involved in fighting before, during or after scrimmage or contest (from time of arrival to time of departure);
- g) Illegal practice or scrimmage;
- h) Violation of sports season (Bylaw 23) by any sport or sport activity team or squad; or
- i) Each violation of KHSAA rules not specifically addressed by this schedule;

Sec. 6) ADDITIONAL FINES AND PENALTIES

- a) A fine may be levied against specific documented receipts or reimbursed expenses when violations are discovered.
- b) In the case of restitution, the full amount of document fees may be assessed as a fine.
- c) A fine may be levied against a member school either directly or by assessing tournament receipts, for the use of coaches at any level in grades 9-12 competition that do not meet the requirements of Bylaw 25.

SPORTS SANCTIONING / SPONSORSHIP POLICY

Sec. 1) REQUIREMENTS FOR SANCTIONING A SPORT OR SPORT ACTIVITY

- a) The KHSAA Board of Control sanctions (approved for practice and play and provides the Catastrophe Insurance for) all sports and sport activities for which the KHSAA sponsors a state high school championship. Under this definition, the sports of baseball, basketball, cross country, football, golf, soccer, softball (fast pitch), swimming, tennis, track and field, volleyball and wrestling are insured.
- b) The sport-activities of archery, bass fishing, bowling and competitive cheer are insured as Sport Activities for those events conducted by the KHSAA. The insurance shall only cover competitive cheer competitions during which the competition is conducted within the rules of the National Federation Spirit Guide.
- c) This sanctioning shall allow students to participate in these sports as long as they are compliant with all applicable KHSAA bylaws regarding student eligibility.

Sec. 2) METHOD OF DETERMINING INTEREST IN NEW SPORTS OR SPORT ACTIVITIES

- a) The KHSAA shall survey its membership every three (3) years thereafter to measure desire for a new offering or elimination of an existing offering.
- b) The KHSAA Limitation of Seasons shall not address a specific sport or sport activity unless and until it meets the desired participation threshold to allow for the maximum opportunity to expose the sport to growth.

Sec. 3) SCHOOLS NECESSARY TO START NEW SPORTS OR SPORT ACTIVITIES

- a) Unless otherwise approved by the Board of Control, in order for the KHSAA to consider sponsoring a state championship in a new sport or sport activity, there shall be at least 10% of the member schools desiring to participate by showing a favorable response on the interest survey and the sport having participating schools in at least three basketball regions.
- b) The presence of this amount of schools does not in and of itself guarantee the addition of championship play in that sport or sport activity.
- c) The Board of Control must review all factors surrounding the possible addition including a fiscal analysis and the possible impact of the addition on member school compliance with Title IX.

Sec. 4) SCHOOLS NECESSARY TO CONTINUE EXISTING SPORT OR SPORT ACTIVITIES

- a) In order for the KHSAA to continue a playoff system for a sport or sport activity, and unless there is prevailing action by the Board of Control, there shall be at least 10% of the member schools desiring to participate by showing a favorable response on the interest survey and the sport having participating schools in at least three basketball regions.
- b) The presence of this amount of schools does not in and of itself guarantee the continuation of championship play in that sport or sport activity.
- c) The Board of Control must review all factors surrounding the possible addition including a fiscal analysis and the possible impact of the addition on member school compliance with Title IX.

SPORTS AND SPORT ACTIVITY POLICY

Sec. 1) BYLAWS APPLYING TO BOTH SPORTS AND SPORTS-ACTIVITIES

- a) The following KHSAA Bylaws apply to all sports, and sport activities to include archery, bass fishing, bowling and competitive cheer: Bylaw 1 (Responsibility for Eligibility); Bylaw 2 (Age); Bylaw 4 (Enrollment Requirements); Bylaw 5 (Minimum Academic Requirement); Bylaw 12 (Physical Examination, Parental Consent and Insurance); Bylaw 14 (Other Eligibility Requirements and Regulations); Bylaw 15 (Practice of Sportsmanship); Bylaw 16 (Recruitment); Bylaw 17 (Certification of Eligibility); Bylaw 18 (Supplying Information And Reports); Bylaw 21 (Protests); Bylaw 22 (Contests, Sanctions, Rules, Forfeitures, Faculty to Accompany); bylaw 23 (Limitation of Seasons); Bylaw 24 (Summer Sports and Sports/Activities); Bylaw 25 (Requirement for Coaches and Others Working With High School Teams); Bylaw 26 (Rulings, Reporting of Violations); Bylaw 27 (Imposition of Penalties).

Sec. 2) BYLAWS APPLYING ONLY TO SPORTS AND NOT APPLICABLE TO SPORT--ACTIVITIES

- a) The following bylaws ARE applicable to all sports but ARE NOT applicable to Sport Activities: Bylaw 3 (Maximum Number of Years); Bylaw 6 (Transfer Rule- Citizens of the U.S. or U.S. Territories); Bylaw 7 (Transfer Rule- Foreign Exchange Students); Bylaw 8 (Transfer Rule- Non-Exchange Foreign Students); Bylaw 9 (Basketball/Football Contestant On Other Teams, Post Season and All-Star Games); Bylaw 10 (Amateur/Awards); Bylaw 11 (Financial Aid); Bylaw 13 (Agreement Regarding Professional Baseball Contracts); Bylaw 19 (Comparable Opportunities); Bylaw 20 (Officials Division of the Association).

Sec. 3) CURRENTLY SANCTIONED SPORTS

- a) The Sports sanctioned by the KHSAA are baseball, basketball, cross country, football, golf, soccer, softball (fast pitch), swimming, tennis, track and field, volleyball and wrestling.
- b) The Sport Activities sanctioned by the KHSAA are archery, bass fishing, bowling and competitive cheer.

REGIONAL INVESTIGATIVE COMMITTEES POLICY

Sec. 1) REGIONAL INVESTIGATIVE COMMITTEES

An investigative option of this Association may be the use of Regional Investigative Committees (RIC), seated within each basketball region.

Sec. 2) REFERRAL OF MATTERS

- a) When a matter is under review by the Association, the Commissioner's office may request a meeting of the RIC.
- b) The RIC to be convened shall be the RIC of the region into which the student is now enrolled (i.e. receiving school). Members of, or the entirety of, the RIC of the region from which the student was formerly enrolled (i.e. sending school) may also be consulted if necessary to research the matter at hand.
- c) The Commissioner's office shall develop, and have approved by the Board of Control, a schedule and deadlines for submission of materials to the RIC.
- d) Requests received after the deadline date will not be considered at that RIC meeting, but will be placed on the agenda for the next regularly scheduled meeting. No exceptions will be made.

Sec. 3) COMPOSITION OF REGIONAL INVESTIGATIVE COMMITTEES

- a) Each RIC shall be composed of five (5) persons unless meeting the criteria in (c) below. The members shall be composed of:
 - (1) One member school representative elected by the member school representatives within each basketball district; and
 - (2) One school system (central office) employee shall be elected by the member school designated representatives of all districts within the region.
 - (3) In the case that the region has one or more non-public schools (R1, J1 or M1 classification), an additional representative shall be elected from those schools to serve on the RIC.
- b) A member of the Board of Control may not serve on a RIC. In the event that any matter considered by an RIC becomes a review issue for the Board of Control, the Board of Control member shall recuse himself/herself while the matter is being considered.
- c) If approved by the Board of Control through a recommendation of the Commissioner, an individual may serve as the RIC in those areas where such has been an accepted practice and is agreed by the represented member schools. In such cases, the provisions of these policies relative to the establishment of quorum, selection of a chair, term, and election shall not be relevant.

Sec. 4) CHAIR

- a) Each RIC shall elect from among its members a chairperson and vice chairperson. The chairperson shall preside over all meetings of the committee. The vice chairperson shall serve in the capacity of chairperson in the absence of the chairperson.
- b) If a vacancy occurs in the Office of Chairperson or Vice Chairperson of a Regional investigative committee, the respective Committee shall elect a successor from among its members to serve the remainder of the unexpired term.

Sec. 5) QUORUM

- a) A quorum of the RIC shall consist of three (3) members in the event of a five (5) person RIC, and four (4) members in the event of a six (6) person RIC.
- b) In the absence of a quorum, the Commissioner may appoint a replacement to serve for that meeting only. The replacement shall be a person who is qualified to serve in that position.
- c) When a vote is taken on any matter pending before the Regional investigative committee, a quorum being present, a majority of the votes of the members of the RIC voting on the matter shall determine the outcome and recommendation thereof.

Sec. 6) CONFLICT

- a) In the event that a school of which a member of a RIC is associated makes an appeal or becomes a party to a situation under consideration, that member shall be disqualified.
- b) The same procedure shall be followed if, for any reason, one or more members of the committee cannot serve.

Sec. 7) DUTIES

- a) The duties of the RIC shall be to consider requests by the Commissioner's office for additional investigation and research regarding a matter under consideration within the Bylaws and regulations of this Association.

- b) The RIC shall have no authority to waive any provision of Kentucky Revised Statutes or Administrative regulations, or to issue final rulings regarding the Bylaws and regulations of the KHSAA.

Sec. 8) TRAINING

- a) The Commissioner's office shall, on an annual basis, facilitate training for members of the RICs.
- b) Such training shall be mandatory for each member to continue to serve.

Sec. 9) MEETINGS

Each RIC shall meet as needed to carry out its duties and shall, unless professional investigative assistance is required, complete its work on a matter within ten (10) working days of receipt by the chair.

Sec. 10) TERM

- a) Members of a RIC shall serve terms of three years and are eligible to succeed themselves only once.
- b) A member of the RIC may serve a maximum of six consecutive years.

Sec. 11) RIC ELECTION PROCESS

- a) The election of member school representatives to the RIC shall be according to the following procedure:
- b) No later than February 1 each year, the Commissioner shall electronically notify the representative of each member school in each region in which a member of the RIC is to be elected of the positions for which elections are to be held and shall provide online a form requesting candidates for the position(s) available.
- c) A member school representative who wishes to declare his/her candidacy for one or more of the available positions shall make such declaration for candidacy electronically using the online form by February 10.
- d) The Commissioner shall provide online on or before April 1 to the representative of each member school in each region an official ballot, which shall contain for each position available the names of all announced candidates. The representative of each member school shall vote electronically for one candidate in each position on the official online ballot by April 10. The candidate receiving a majority of the votes cast shall be declared by the Commissioner to have been elected.
- e) If no candidate receives a majority of the votes cast on the first official ballot, a second official ballot shall be provided online, bearing the names of the two candidates who received the highest number of votes on the first official ballot and a second vote shall be taken on them only. Ten days shall be allowed for member school representatives to vote electronically on the second official online ballot. The candidate receiving the majority of the votes cast on the second ballot shall be declared by the Commissioner to have been elected. However, in the event of a tie vote on the second ballot, the Board of Control, by majority vote, shall determine the winner.

Sec. 12) INELIGIBILITY TO SERVE

The representative of a member school that is in the two-year probationary period and has not been elected to full membership is not eligible for election or to vote in elections.

Sec. 13) VACANCIES

In the event a vacancy occurs in any seat on the RIC, the Board of Control shall appoint a qualified individual from the representative group to fill the vacant seat for the duration of the unexpired term.

Sec. 14) THRESHOLD FOR RECOMMENDATION

For the purpose of determining whether to recommend or not to recommend eligibility, the RIC shall be guided by the following criteria, other criteria contained in the KHSAA Bylaws and KHSAA Policies, and their respective experience related to high school athletics:

- a) The fact that a student is retained in a lower grade because he/she fails to pass the required number of courses, is voluntarily withdrawn from school or repeats a lower grade shall not be sufficient grounds for recommending a waiver.
- b) Likewise, the fact that a student, who is otherwise eligible for promotion to the next grade, repeats a grade because he/she is among the smaller students in the class and/or to gain social and/or emotional maturity shall not be sufficient grounds for recommending a waiver.

c) The fact that a student misses school for a prolonged period of time because of events that are/were beyond the control of the student and/or his/her parent or guardian, which events cause him/her to repeat a grade may be grounds for recommending a waiver provided the requisite documentation is present.

d) A waiver request based on time missed from school because of a serious injury or prolonged illness shall not be granted unless supported by a physician's record which establishes that the absence from school was directly and solely related to such injury or illness.

Sec. 15) REPORT

a) Following consideration and review of documentation, the RIC Chair shall report to the Commissioner's office regarding the findings of the RIC, including the vote of the members of the RIC if one is taken.

b) This report shall be considered a recommendation, but is not binding within the Due Process Procedure of the KHSAA.

Sec. 16) COOPERATION WITH RECOMMENDATIONS

a) The administrative recommendations of the RIC shall be accepted in good faith by all member schools.

b) This provision shall not to be construed as preventing the principal of a member school from exercising his/her school's right, or a defined aggrieved party from exercising the same right, to due process by appealing decisions through the Due Process Procedure.

INFRACTIONS/PENALTY COMMITTEE STRUCTURE POLICY

Sec. 1) PROCEDURES FOR HANDLING PENALTIES

- a) The Commissioner and Board of Control ("Board") each have a role in administering penalties for KHSAA Constitution or Bylaws Violations.
- b) Unless specifically covered in any bylaw, the standard penalties are listed in Bylaw 27.
- c) All matters considered by the Commissioner or the Board shall be conducted in compliance with the Due Process Procedure and any findings are appealable by aggrieved parties as defined in that procedure.

Sec. 2) MATTERS TO BE DETERMINED BY THE COMMISSIONER

- a) Reports of violations should be submitted to the Commissioner. If such evidence is presented in compliance with the Bylaws of the KHSAA as to warrant an investigation, the Commissioner shall direct an appropriate investigation of the allegation(s).
- b) At the conclusion of an investigation penalties in accordance with Bylaw 27 may be levied by the Commissioner at his/her discretion.
- c) The Commissioner, per the Constitution, shall enforce all penalties provided for, and fix penalties for violations for which no penalties are prescribed.
- d) Penalties levied by the Commissioner shall be summarized for a report at a subsequent Board of Control meeting.
- e) Penalties levied by the Commissioner may be appealed to the Board of Control per the KHSAA Due Process Procedure.

**AMENDED FEDERAL CONSENT DECREE OF 1971
(AMENDED 1987, 2008)**

1. As provided by KRS 156.070, the State Board of Education, under its general powers and duties, has the management and control of the common schools. It is the judgment of the court that this responsibility and control cannot be avoided or relegated to the Kentucky High School Athletic Association and that the Board is accountable to see that the Kentucky High School Athletic Association, acting in a ministerial capacity, shall observe the requirements of the law in fostering and encouraging the participation in athletics of all who desire to so participate irrespective of race or color. Such participants shall be given a full and equal opportunity to have positions and places of responsibility in the high school athletic program in all its phases.
2. The Kentucky High School Athletic Association shall continue under its rules and by-laws in the structure of its present organization subject to the directives of this decree.
3. The constitution and by-laws of the Kentucky High School Athletic Association shall be changed and modified as follows:
 - (a) The members of the Board of Control shall be elected for a period of four years as now provided. There shall be 12 members of the Board of Control, at least two of which shall be black, and at least two of which shall be female.
 - (b) The Commission shall be composed of a Commissioner and four or five Assistant Commissioners, at least one of which shall be black and at least one of which shall be female.
 - (c) The Delegate Assembly shall not be limited in its membership to Principals of accredited secondary schools of good standing in the Kentucky High School Athletic Association, but shall be composed of Administrators, Principals or faculty members of schools or school systems. While it is not practical to require a percentage of blacks to be named as Delegates, the districts shall bear in mind that a reasonable proportion of the Delegate Assembly shall be blacks.
 - (d) Where the use of registered officials is required, the officials for each athletic contest in football, basketball and baseball shall be selected and shall be given to the schools involved at a reasonable time before the contest. Any head coach who objects to the selection of a certain official or officials to serve in contests in which his team will participate shall have a right to file a written protest with the Commission if filed a reasonable time before the contest. What is a reasonable time to be determined by the Commission. The Commission shall have a right to make any changes as it deems appropriate and in the best interest of the sport. It is recognized that to make out such a schedule is a very involved and tedious task and the Commission shall have authority to employ any assistance as it feels proper, subject, of course, to its supervision.
4. The Association shall establish a list of qualified officials to officiate in all high school sports and shall require that only such officials may officiate in interscholastic athletic competition. It may classify officials as Level 1, Level 2 and Level 3 and in so doing may adopt the standards now employed by the Association.
5. Pursuant to paragraph 5 of the original Decree herein filed Kentucky High School Athletic Association was required to take affirmative action to recruit black officials in the sports of basketball, football and baseball and was further required to report to the court within 60 days from the date of the original Decree concerning such action. An affidavit has been filed in the record herein on November 15, 1971, showing the results of such action. Kentucky High School Athletic Association shall make available to all persons so recruited academic and practical training, including participation as officials in practice, junior varsity and similar contests. The objective shall be to cause such persons to become fully qualified to participate as officials in varsity contests as soon as practicable.
6. The Second Amended Answer of defendants, Kentucky High School Athletic Association and Ted Sanford, pleading the amendment of Article IV, Section 2(a) of the Constitution of Kentucky High School Athletic Association be and it is hereby ordered filed and entered of record herein.
7. Plaintiffs herein represent of record all blacks constituting a class so numerous to make it impracticable to bring them before this

court. The questions of law and fact affecting the rights of those plaintiffs raised herein by pleadings and proof are common to all blacks and are typical of the claim of the class of blacks. Therefore plaintiffs herein represent of record as a class all blacks as a whole. The Court is fully aware that at this date the high school football season is well advanced and it is not practicable to undertake to invoke the changes directed by this decree to apply to the high school football contests. The football season may proceed to its ultimate conclusion under the plan now in effect as provided by the Kentucky High School Athletic Association Constitution, Bylaws and tournament Rules 1970-71. In all other respects this decree is effective as of the date it is signed by the Court.

REGIONAL POLICY BOARD POLICIES

Sec. 1) FORMATION OF POLICY BOARDS

- a) Each region (as defined by the boundaries of the basketball alignment) shall have an organization, which will hereinafter be referred to as a Regional Policy Board ("RPB").
- b) With the permission of the Commissioner, adjoining regions may form a joint Regional Policy Board.
- c) These RPB entities are formed in compliance with, and to ensure adherence to, the Federal Court Decree of 1971, as amended in 1987 and 2007.
- d) Questions and clarifications should be sought from the Supervisor of Officials. In these policies, varsity shall mean the highest level of school competition and those eligible to compete for KHSAA state championship play.

Sec. 2) COMPOSITION, DUES AND OFFICERS:

a) Composition

- (1) Each RPB shall consist of an equal number of representatives from each basketball district within the region. It is recommended that there be only one per district. By majority vote of all schools in the region, the membership composition may be changed to include one representative from each school.
- (2) Representatives shall be full-time certified employees of an accredited member school, or member school system, within his/her district.
- (3) Members shall be elected by the Principal or Designated Representative from each member school within the District.
- (4) Members shall serve for a term of four (4) years on a staggered basis—first such terms selected by lot.
- (5) All employed Assigning Secretaries shall be able to attend meetings of the Regional Policy Boards with voice but without voting privileges.
- (6) The annual term for RPB Members shall run from July 1st to June 30th each year.

b) Dues and Fees

- (1) Each RPB shall set an amount of dues payable by each member school to help defray expenses for RPB operations. This amount is recommended to be a minimum of \$50.00 annually and is payable to the RPB Treasurer to help defray expenses for RPB operations.
- (2) These fees shall be paid by May 1st each year.
- (3) RPB Member's travel fees may be reimbursed at a rate determined by a majority vote of the RPB.

c) Officers

- (1) The RPB shall elect from the membership a Chairman, Vice, Chairman and Secretary-Treasurer.
- (2) The officers shall hold the position for two (2) years per term.
- (3) Necessary elections shall take place during the month of May and all schools shall be notified no later than April 15th of the candidates seeking office.
- (4) Ballots must be returned to the RPB Chairman who shall coordinate the election process.
- (5) Votes shall be counted at the regularly scheduled May meeting.

Sec. 3) MEETINGS

a) Meeting Frequency and Notice

- (1) Each RPB shall meet at least once during the Month of the September (or in August or October as the school calendar permits).
- (2) Each RPB shall meet at least once during the month of January (or in December or February as the school calendar permits).
- (3) Each RPB shall meet at least once during the month of May (or in April or June as the school calendar permits).
- (4) The Chairman shall insure that the KHSAA Commissioner is notified no later than the first day of the month in which any meeting is held as to the time and place of the meeting.
- (5) The Chairman may also call as many other meetings as deemed necessary to fulfill duties and the KHSAA shall be notified of the time and place.

b) General Provisions

- (1) All meetings are conducted in compliance with the Kentucky Open Meetings Act. Business conducted and communication

done electronically must be done in a manner that maintains the integrity of the Open Meetings Act.

- (2) A majority of the RPB Members must be present to conduct official business.
- (3) Minutes of the RPB Meetings, with a record of RPB Members and others in attendance, shall be forwarded to the KHSAA within thirty (30) days of the meeting.
- (4) Notification of scheduled RPB Meetings shall be sent to each Principal and Athletic Director of each KHSAA member school within the Regional Policy Board's respective region at the same time it is sent to KHSAA.
- (5) All meetings shall be conducted in accordance with Robert's Rules of Order, unless otherwise stipulated by the KHSAA.

Sec. 4) RESPONSIBILITIES

a) Local Officials Associations

- (1) The RPB shall consider for approval the establishment of regional official's association for the purpose of ensuring for the assignment of independent contractors to serve as officials to varsity athletic contests in baseball, basketball, football, soccer, softball (fast pitch), volleyball and wrestling.
- (2) Only one regional officials' association may be approved for each sport by the RPB.

b) Officiating Fees

- (1) The RPB shall review the travel needs of the officials within the region(s) and recommend any additional fee (regional "add-on") to be added to the state approved compensation scale to adequately compensate the officials. Such additional fee may not be based on perceived merit or ability of the officials, but on the geographic travel concerns.
- (2) The RPB shall ensure that when the state approved compensation scale is adjusted for a specific sport, that no downward adjustment is made to the regional "add-on" for that sport, unless made in conjunction with a comprehensive review in all sports.
- (3) The RPB shall assist the KHSAA with monitoring of payment to officials to ensure that no official is compensated for a varsity contest at a rate below the state approved compensation scale.
- (4) The RPB shall establish contest fees for non-varsity contests in grades 9-12.
- (5) By majority vote of the member schools within the region, the RPB may have authority over the fees for contest levels below grade nine.
- (6) Except for the travel needs (add-on) as detailed above, the RPB shall reject any request for varsity fee compensation increase unless it is in conjunction with the one every four-year review by the KHSAA Board of Control.

c) Varsity Assigning Secretary Selection

- (1) Assigning Secretary selection shall be approved by the KHSAA Supervisor of Officials after receiving a recommendation(s) from the RPB.
- (2) When an Assigning Secretary is being selected, the RPB shall publicly solicit applicants for the position through the use of avenues such as media advertisement including the KHSAA website, communication with the local official's association, and communication with the member schools. The position announcement shall also be published by the KHSAA.
- (3) It is recommended that local official's organization's opinions be sought as to the person recommended for selection.
- (4) It is recommended that the member schools of the region be consulted as to the person recommended for selection.
- (5) The RPB, with assistance from the KHSAA, shall screen (to include a background and criminal records check).
- (6) The RPB shall interview prospective candidates and shall submit the names and background information for a minimum of two and maximum of three finalists to the Commissioner's office. Notification of the dates and times of the interviews shall be noticed to the KHSAA, and the KHSAA sport contact or Supervisor of Officials may attend and participate in the interviews.
- (7) The Commissioner's office will then return to the RPB the names of the finalists not eligible for consideration for the position.

- (8) The RPB shall make the final decision as to a recommendation for the hiring of the assigning secretary and shall submit that candidate's name to the KHSAA.
- (9) The final hiring is subject to the approval of the KHSAA. The KHSAA will then enter into a written agreement with the Assigning Secretary for a one-year contract.
- (10) The RPB shall not hire any person for the position of assigning secretary whose name is not on the original list of candidates sent to the Commissioner's office.
- d) Non-Varsity Assigning Secretary and Other Assigning Assistance Selection
- (1) The RPB shall adopt a policy as to the assignment of non-varsity contests. The RPB shall determine if those contests are to be assigned by the Varsity Assigning Secretary, assigned by an additional individual, or acquired locally by the member schools provided that the officials are properly licensed.
- (2) In the event that an additional individual is to be used for non-varsity assigning, the procedures outline in Section (c) above shall prevail.
- (3) All individuals compensated in any manner to assist with the assignment, evaluation or training of contest officials shall be subject to approval by the RPB, including any relevant compensation.
- e) Varsity Assigning Secretary Compensation
- (1) The RPB shall establish annual payment fees for Kentucky High School Athletic Association member schools to have officials assigned by regional varsity assigning secretaries. Such factors as supplies, materials, administrative needs, travel, etc. should be considered in establishing this salary.
- (2) The RPB chairperson shall work in conjunction with adjacent region's RPB chairperson(s) in the event that an assigning secretary is assigning contests outside of the home region of the assigning secretary. The fee for the assignment of contests outside the region shall not be the jurisdiction of the home region, but this collaboration will ensure that the games are assigned, and the assigning secretary is fairly compensated. In the event that an RPB has determined a "flat rate" for the assignment of games rather than a per-school rate, this would include the payment of fees for the assignment of contests for schools outside regional service areas.
- (3) The RPB shall consider for approval, the amount of annual payment fees for licensed officials in local associations to be paid to the Assigning secretary for game assignment and evaluation duties.
- (4) The RPB shall ensure that all state and federal income tax and other regulatory laws are fully complied with in the event of the hiring of a non-varsity assigning secretary.
- (5) All compensation for all persons involved in assigning as designated by the RPB shall be distributed by the KHSAA. It is the strong recommendation of the Commissioner that the RPB designate a person to collect the fees from the schools and officials, and remit that amount to the KHSAA for distribution to the Assigning Secretary to ensure documentation and compliance with all applicable tax regulations.
- f) Non-Varsity Assigning Secretary Compensation
- (1) The RPB shall establish annual payment fees for Kentucky High School Athletic Association member schools to have officials assigned by regional non-varsity assigning secretaries. Such factors as supplies, materials, administrative needs, travel, etc. should be considered in establishing this salary.
- (2) The RPB shall ensure that all state and federal income tax and other regulatory laws are fully complied with in the event of the hiring of a non-varsity assigning secretary.
- (3) All compensation for all persons involved in assigning as designated by the RPB shall be distributed by the KHSAA. It is the strong recommendation of the Commissioner that the RPB designate a person to collect the fees from the schools and officials, and remit that amount to the KHSAA for distribution to the Assigning Secretary to ensure documentation and compliance with all applicable tax regulations.
- g) Deadlines and Policies for Member Schools
- (1) The RPB shall adopt policies that ensure the timely submission of games schedules to regional assigning secretaries
- (2) The RPB shall adopt penalties or standards that address non compliance with schedule deadlines. The RPB shall ensure that each member school's schedule of games is forwarded to the respective assigning secretary by the deadlines listed in the Assigning Secretary policies. Member schools failing to meet these deadlines shall pay a fine which is payable to the Assigning Secretary due to the workload adjustments. Exceptions to these deadlines may not be granted unless approved by a majority of the RPB. Member schools failing to adhere to the provisions of this regulation may suffer disciplinary action, including probation, suspension or additional fines imposed by the Commissioner's Office or Board of Control.
- (3) If any fee or other penalty is assessed for other compliance issues by the member schools (game changes, additions, deletions, differing number of officials, etc.), then such policies shall be consider for approval or declination of approval by the RPB.
- (4) Assist member schools in developing policies for the assignment of officials for athletic contests in which there are no regional assigning secretaries.
- h) Deadlines and Policies for Local Officials Association
- (1) The RPB shall consider for approval (or declination), any portion of the membership fee paid by the local officials association to an individual
- (2) The RPB shall consider for approval (or declination), any person assisting with recruitment, training and development within a local officials association. If any such individual is compensated, the RPB shall ensure that all state and federal income tax and other regulatory laws are fully complied with in the event of the hiring of an individual for such purpose.
- i) Recruitment, Training, Development
- (1) The RPB shall recommend policies to the KHSAA which will facilitate the recruiting, training and retention of sports officials as well as foster the relationship among assigning secretaries, officials and high school athletics.
- (2) The RPB shall assist the KHSAA in identifying other areas where recruitment, training and retention of sports officials can be improved.
- j) Evaluation and Retention of Assigning Secretaries
- (1) The RPB shall annually review the job performance of each assigning secretary under the Regional Policy Board's jurisdiction and recommend retention or posting of the position to the KHSAA. Assigning secretaries shall be presented this review. Criteria for this evaluation may be developed by each RPB and other requirements may be found in the KHSAA listing of assigning secretary responsibilities. Copies of the evaluations shall be submitted to the KHSAA.
- (2) The RPB shall request approval from the KHSAA for the hiring or re-hiring of any assigning secretary in time for contract preparation and scheduling obligations.
- k) Miscellaneous Officiating Regulations
- (1) The RPB shall ensure that no fee is approved for softball umpires that creates a difference of greater than \$10 when compared to the fee paid to baseball umpires.
- (2) The RPB shall ensure that any limitation on the length of softball contests also applies to baseball.
- (3) When considering the fee for softball and baseball contests to be paid by member schools to umpires, the RPB may adopt a per-inning fee (i.e. all 7 inning games will be paid one rate, all 5 inning games one rate) provided the total 7-inning fee is not less than the state adopted fee schedule amount.
- (4) The RPB shall ensure that all schools in the region are afforded the privilege of scratching selected officials as detailed in this manual. Such shall be done on an annual basis. The RPB shall determine the number of allowed scratches per school, subject to approval of the Commissioner. No RPB may deny scratch privileges to a school for any reason.
- l) Other Actions:
- (1) The KHSAA shall have a right to penalize a RPB for non-compliance of KHSAA regulations and requirements.
- (2) Such penalties may include fines levied against the Regional Policy Board, the decertification of regional officials associations and limiting or eliminating the use of officials from the affected regions for a defined period of time.

BASKETBALL PRIME DATE SCHEDULING POLICY (REQUIRED OF ALL MEMBER SCHOOLS)

In fairness to the participants in girls basketball, and those within the programs including parents, students and fans, the Board of Control has developed this policy to ensure that there are opportunities for girls basketball to be played on "prime dates". These dates are Friday night, any time on Saturday, and any time on Sunday. Compliance with this policy neither expresses nor implies that a member school is in (or not in) compliance with Title 20, U.S.C. Titles, 1681-1688, et. Seq. (Title IX).

PRIME DATE REQUIREMENT

Sec. 1) BASIC REQUIREMENT (40% rule)

- a) Each basketball season, a member school shall meet one of two alternative methods of prime date compliance with respect to the scheduling of basketball games. The member schools shall:
 - (1) Play at least forty (40) percent of its girls home basketball games on a prime date, defined as Friday night, Saturday or Sunday, wherein tournaments shall only count as one game played toward this requirement; or
 - (2) Play at least forty (40) percent of its girls basketball schedule (all games) on a prime date, defined as Friday night, Saturday or Sunday. Schools using this method must play at least one prime date game in each of the months of December, January and February.

Sec. 2) ANNUAL PRIME DATE COMPLIANCE PROCESS

- a) Each year, the KHSAA shall review all girls' regular season basketball schedules (hereinafter "current schedule"). These annual reviews shall begin with the first legal regular season playing date. Schools that are not in compliance with the forty (40) percent requirement on the first playing date shall be contacted on or before December 31 of the playing season in an effort to allow for schedule corrections or revisions to comply with the forty (40) percent requirement. The school shall be notified of the potential penalties for non compliance with this correspondence.
- b) Schedules shall be posted on the KHSAA website in the manner as instructed by the Commissioner's office prior to the published deadline. Schedules shall be accurate and include entry and designation of games that are involved in tournaments, classics, festivals and other multi-game events.
- c) At the end of the regular playing season, the schedules shall be reviewed for final compliance with the requirement.

Sec. 3) PENALTY FOR NON-COMPLIANCE WITH THE PRIME DATE REQUIREMENT

- a) Based on the final review at the end of regular season, if a member school's total home games for girls' do not comply with the forty (40) percent requirement, the following penalty shall be applied:
 - (1) The boys' regular season total game schedule for the following school year's basketball season shall be reduced by two games as compared to the current boys' schedule.
 - (2) The overall two contest reduction shall be achieved by reducing boys' home games.
 - (3) In the case that a school does not have any home games, the two game penalty shall be applied to away games.
 - (4) In the event that this penalty is imposed, the offending school shall count the game as a forfeit with respect to KHSAA Bylaws and shall comply with the provisions of Bylaw 27 as it relates to forfeit fees and other penalties. The game may not be replaced on the offending team's schedule but may be replaced on the opponent schedule.
 - (5) Schools may not schedule or enter additional tournaments from the benchmark year as a means of circumventing the penalties within this policy.
 - (6) Schools will be notified of the reduction in the allowable boys' games for the following season after the conclusion of the current season.

Sec. 4) EXAMPLES OF POSSIBLE PENALTY APPLICATIONS

- a) On the first legal playing date for the season, Jones High School's regular season girls' basketball schedule reflects they are not meeting the forty (40) percent requirement. Jones High School is reviewed again at the end of the season, and does not

meet the forty (40) percent requirement.

- b) During that same season, the boys' total number of regular season games played is 23 as defined by Bylaw 23. Within this 23 count, there are 21 single games being played and two tournaments counted in a reduced fashion per the rule. The boys' team played six regular season home single games.
- c) Due to non-compliance with the forty (40) percent requirement for girls', Jones High School's total number of allowable boys' regular season single games for the following regular season shall be reduced to 21. This reduction would not apply to the allowable two tournaments that may be counted in a reduced fashion.
- d) In this example, the total allowable number of regular season home games for the following season may not exceed four single games.
- e) Should this reduction occur, the KHSAA Staff shall work with member schools to accomplish the identified contractual game reductions.

RECOMMENDED BASKETBALL PRIME TIME SCHEDULING

Sec. 1) PRIME TIME SCHEDULING

- a) Prime time scheduling is means to ensure fairness to the students, particularly girls, who perhaps have had disadvantaged scheduling in the past.
- b) More scheduling equity can be accomplished by scheduling boys' and girls' games on separate nights with prime time starts for both or by scheduling doubleheaders and alternating boys' and girls' start times.
- c) The following schedule is recommended in the event that double headers are used to meet the Prime Date Requirement.
 - 1) One Double-Header (Optional As To Which Team Plays Second)
 - 2) Two Double-Headers (Girls Game Recommended to Be Second At Least Once)
 - 3) Three Double-Headers (Girls Game Recommended to Be Second At Least Once)
 - 4) Four Double-Headers (Girls Game Recommended to Be Second At Least Twice)
 - 5) Five Double-Headers (Girls Game Recommended to Second At Least Twice)
 - 6) Six Double-Headers (Girls Game Recommended to Be Second At Least Three Times)
 - 7) Seven Double-Headers (Girls Game Recommended to Be Second At Least Three Times)
 - 8) Eight Double-Headers (Girls Game Recommended to Be Second At Least Four Times)
 - 9) Nine Double-Headers (Girls Game Recommended to Be Second At Least Four Times)
 - 10) Ten Double-Headers (Girls Game Recommended to Be Second At Least Five Times)

SPORTS MEDICINE POLICY PROTOCOL RELATED TO CONCUSSIONS AND CONCUSSED STUDENT ATHLETES FOR ALL INTERSCHOLASTIC ATHLETICS IN THE COMMONWEALTH OF KENTUCKY

(Released: June, 2010, Commissioner Julian Tackett, Updated per General Assembly Action, April, 2012)

Sec. 1) INTRODUCTION

- a) In various sports playing rule codes, the National Federation of High Schools (NFHS) has implemented standard language dealing with concussions in student-athletes. The basic rule in all sports (which may be worded slightly differently in each rule book due to the nature of breaks in time intervals at contests in different sports) states:
 - (1) Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional. (Please see NFHS Suggested Guidelines for Management of Concussion in the Appendix in the back of each NFHS Rules Book).
 - (2) The NFHS also has recommended concussion guidelines through its Sports Medicine Advisory Committee (SMAC). These recommendations include:
 - a. No student-athlete should return to play (RTP) or practice on the same day of a concussion.
 - b. Any student-athlete suspected of having a concussion should be evaluated by an appropriate health-care professional that day.
 - c. Any student-athlete with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.
 - d. After medical clearance, return to play should follow a step-wise protocol with provisions for delayed return to play based upon the return of any signs or symptoms.
 - (3) To implement these rules, and based on KRS 160.445 and 156.070(2) as amended by the Kentucky General Assembly in 2012, the KHSAA has defined this policy and parameters to guide all interscholastic school athletic representatives and all KHSAA licensed sports officials. References to signs and symptoms of concussion are detailed by the NFHS through its SMAC upon consultation with the Centers for Disease Control and Prevention (CDC).

POLICY ON CONCUSSIONS DURING INTERSCHOLASTIC PLAY IN THE COMMONWEALTH OF KENTUCKY

Sec. 1) FOUNDATIONAL RECOMMENDATIONS

- a) The treatment of concussions and suspected concussions should be conducted within the recommended protocols and procedures of the Consensus Statement on Concussion in Sport: The 3rd International Conference on Concussion in Sport Held in Zurich, November 2008.

Sec. 2) SUSPECTED CONCUSSION

- a) A student-athlete suspected by an interscholastic coach, school athletic personnel or contest official of sustaining a concussion (displaying signs/symptoms of a concussion) during an athletic practice or contest shall be removed from practice or play immediately. The student-athlete shall not return to play prior to the ending of practice or competition until the student-athlete is evaluated to determine if a concussion has occurred.
- b) A physician or licensed health care provider whose scope of practice and training includes the evaluation and management of concussions and other brain injuries is empowered to make the on-site determination that a student-athlete has or has not been concussed. This will generally include an MD (Medical Doctor), DO (Doctor of Osteopathy), PA (Physician's Assistant), ARNP (Advanced Registered Nurse Practitioner), ATC (Certified Athletic Trainer), or LAT (Licensed Athletic Trainer) This may also include other licensed health care providers with the proper

scope of practice and training whose qualifying credentials have been made known to member school personnel in advance and who have completed approved training.

- c) The player should be medically evaluated on site using standard emergency management principles, and particular attention should be given to excluding a cervical spine injury. The appropriate disposition of the player must be determined by the treating health care provider in a timely manner. Once the first aid issues are addressed, then an assessment of the concussive injury should be made using the SCAT2 or other similar tool. The player should not be left alone following the injury, and serial monitoring for deterioration is essential over the initial few hours following injury.
- d) If any one of these individuals listed in (b) answers that "yes", there has been a concussion, that decision is final and is not appealable.
- e) If medical coverage by a person empowered to make the concussion assessment is not on site, and signs/symptoms of concussion have been observed, a concussion is presumed until such evaluation can be performed. If no health care provider is available, the player should be safely removed from practice or play and urgent referral to a physician arranged.
- f) No student-athlete may return to practice or play in interscholastic athletics that day in that event that a concussion is diagnosed or presumed.
- g) A student-athlete may return to play at the time of a suspected concussion if it is determined by appropriate medical personnel that no concussion has occurred.

Sec. 3) ROLE OF COACHES IN ADMINISTERING THE POLICY

- a) Coaches are to be current in their certification regarding the KMA/KHSAA Sports Safety Course, including the specific segment(s) related to identifying the signs and symptoms of concussions.
- b) Coaches must review and know the signs and symptoms of concussion and direct immediate removal of any student-athlete who displays these signs or symptoms for evaluation by appropriate medical personnel.
- c) Coaches have no other role in the process with respect to diagnosis of concussion or medical treatment.
- d) It remains the ultimate responsibility of the coaching staff in all sports to ensure that players are only put into practice or contests if they are physical capable of performing.

Sec. 4) ROLE OF CONTEST OFFICIALS IN ADMINISTERING THE POLICY

- a) Officials are to review and know the signs and symptoms of concussion and direct immediate removal of any student-athlete who displays these signs or symptoms.
- b) Officials have no other role in the process with respect to diagnosis of concussion or medical treatment.

Sec. 5) RETURN TO PLAY POLICY FOR A STUDENT-ATHLETE RECEIVING A CONCUSSION, AFTER THE MANDATORY REMOVAL THAT DAY

- a) Once a concussion has been diagnosed (or presumed by lack of examination by an appropriate health care provider), only an MD or DO can authorize return to play on a subsequent day, and such shall be in writing to the administration of the school.
- b) Such approval should not be given unless a stepwise protocol has been observed by all practitioners with separate periods for
 - (1) No activity;
 - (2) Light aerobic exercise;
 - (3) Sport-specific exercise;
 - (4) Non-contact training drills;
 - (5) Full-contact/competition practice; and
 - (6) Return to play Normal game play.
- c) It is highly recommended that each of these protocol steps be no less than twenty-four hours in length.
- d) School administration shall then notify the coach as to the permission to return to practice or play.
- e) If an event continues over multiple days, then the designated event physician has ultimate authority over return to play decisions and such return to play may not be prior to the third day following the initial diagnosis and until all steps of the protocol in section (b) have been followed.

SPORTS MEDICINE POLICY
KMA/KHSAA PROCEDURE FOR AVOIDING HEAT
INJURY/ILLNESS THROUGH ANALYSIS OF HEAT
INDEX AND RESTRUCTURING OF ACTIVITIES AND
RECOMMENDATIONS FOR COOLING METHODS
DUE TO HEAT RELATED ILLNESS

Original Procedure Made by the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports to and for the Kentucky High School Athletic Association and adopted by the KHSAA Board of Control as recommendation for all schools, May, 2002, On site Procedures Revised by KHSAA Board of Control, February 13, 2003, On site procedures further Revised and Made Mandatory for all schools by the KHSAA Board of Control, May, 2005, On site procedures further revised with respect to testing instruments, March, 2007, Cooling Procedures Modified as Recommended by Kentucky Medical Association, June, 2009, Heat Index Expanded to Spring Sports, August, 2010

Sec. 1) INTRODUCTION

- a) Following months of study, after one year of implementation and in an effort to help protect the health and safety of student-athletes participating in high school sports, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports issued a recommended procedure to the Kentucky High School Athletic Association for immediate implementation in 2002. This procedure called for the determination of the Heat Index (using on site devices to measure Temperature and Relative Humidity), and a guideline for activity to be conducted at that time based on the Heat Index reading. Though other procedures and measurements were considered, the application of the Heat Index appeared to be most readily implementable on a state wide basis, and appeared to be reliably tested in other areas.
- b) Through the first five years of use of the procedure, minor adjustments were made in the reporting requirements, and the on site devices to be used. In May, 2005, the Board of Control through its policies directed that all member school comply with the testing and reporting requirements. In October, 2006, the member schools of the Association overwhelming approved at their Annual Meeting, a proposal to make such reporting not simply a Board of Control policy, but a school supported and approved Bylaw as it approved Proposal 9 to amend the KHSAA bylaws. In March, 2007, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports recommended the elimination of all devices with the exception of the Digital Sling Psychrometer as a means of measuring at the competition/practice site. In June, 2009, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports recommended that specific cooling procedures, including the practicing in the event of an emergency, be implemented at the local school level. In August, 2010, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports recommended that the heat index monitoring procedures apply to the sports played in the spring in Kentucky's high schools.
- c) Each of these recommendations were adopted by the KHSAA Board of Control.

GENERAL HEAT INDEX PROCEDURE

Sec. 1) ON-SITE DATA

- a) The procedure calls for the determination of the Temperature and Relative Humidity at the practice / contest site using a Digital Sling psychrometer. It is important to note that media-related temperature readings (such as the Weather Channel, local radio, etc.) or even other readings in the general proximity are not permitted as they may not yield defensible results when considering the recommended scale. The readings must be made at the site.
- b) Neither the KHSAA nor KMA has endorsed any particular brand of psychrometer and receives no endorsement fee or other consideration for any device sold. There are several models on the market that will properly perform the functions, including companies such as Medco and others. The KHSAA or your local

Certified Athletic Trainer has easy access to catalogs with this type of equipment. In addition, the KHSAA web site has a variety of links to various dealers.

Sec. 2) INDOOR AND OUTDOOR VENUES

- a) While much of the original discussion concerning this package centered on outdoor sports, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports has advised the KHSAA that indoor sports, particularly in times of year or facilities where air conditioning may not be available, should be included in the testing. Such has been approved by the Board of Control as policy requirement.
- b) The recommendations contained in this package clearly cover both indoor and outdoor activity, as well as contact and non-contact sports.

Sec. 3) SUMMARY OF HEAT INDEX MONITORING

- a) Though much more scientific information and other alternative methods for determining Heat Index and participation restrictions are being studied, these initial steps should help ensure the health and safety of the participants in high school sports.
- b) Adherence to these guidelines represents a conscious effort by the interscholastic community to emphasize health and safety on a much higher level than any loss of competitive preparation. Any further revisions or enhancements will be distributed to the members of the KHSAA.

Sec. 4) PROCEDURE FOR TESTING

- a) Thirty (30) minutes prior to the start of activity, temperature and humidity readings should be taken at the practice / competition site.
- b) The information should be recorded on KHSAA Form GE20 and these records shall be available for inspection upon request. All schools will be required to submit this form in either a paper or electronic form.
- c) The temperature and humidity should be factored into the Heat Index Calculation and Chart and a determination made as to the Heat Index. If schools are utilizing a digital sling psychrometer that calculates the Heat Index, that number may be used to apply to the regulation table.
- d) If a reading is determined whereby activity is to be decreased (above 95 degrees Heat Index), then re-readings would be required every thirty (30) minutes to determine if further activity should be eliminated or preventative steps taken, or if an increased level of activity can resume.

HEAT INDEX AND ACTIVITY ALTERATION TABLE

Using the following scale, activity must be altered and / or eliminated based on this Heat Index as determined:

Sec. 1) Under 95 degrees Heat Index

- a) All sports
 - (1) Water should always be available and athletes be able to take in as much water as they desire.
 - (2) Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group
 - (3) Have towels with ice for cooling of athletes as needed
 - (4) Watch/monitor athletes carefully for necessary action.
 - (5) Re-check temperature and humidity every 30 minutes if temperature rises in order to monitor for increased Heat Index.

Sec. 2) 95 degrees to 99 degrees Heat Index

- a) All sports
 - (1) Water should always be available and athletes should be able to take in as much water as they desire.
 - (2) Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group
 - (3) Have towels with ice for cooling of athletes as needed
 - (4) Watch/monitor athletes carefully for necessary action.
- b) Additional Steps for Contact sports and activities with additional required protective equipment:
 - (1) Helmets and other equipment should be removed when athlete not directly involved with competition, drill or practice and it is not otherwise required by rule.
 - (2) Reduce time of outside activity. Consider postponing practice to later in the day.
 - (3) Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

Sec. 3) 100 degrees (above 99 degrees) to 104 degrees Heat Index

a) All sports

(1) Water should always be available and athletes should be able to take in as much water as they desire.

(2) Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group

(3) Have towels with ice for cooling of athletes as needed

(4) Watch/monitor athletes carefully for necessary action.

(5) Alter uniform by removing items if possible and permissible by rules

(6) Allow for changes to dry T-shirts and shorts by athletes at defined intervals.

(7) Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.

(8) Postpone practice to later in day.

b) Additional Steps for Contact sports and activities with additional required protective equipment:

(1) If helmets of other protective requirement are required to be worn by rule or normal practice, suspend practice or competition immediately

(2) For sports that do not have mandatory protective equipment, reduce time of outside activity and consider postponing practice to later in the day.

(3) Re-check temperature and humidity every 30 minutes to monitor for changes in Heat Index.

Sec. 4) Above 104 degrees Heat Index

a) All Sports

(1) Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

Sec. 5) Continual Usage of Procedure

a) This procedure is to be used until such time as the temperature is below 84 degrees as no combination of heat and humidity at that level will result in a need to curtail activity.

b) The KHSAA will use September 15 as the standard date for the recording of the Heat Index forms in the fall, and April 15 as the start date in the spring.

c) Member schools should remember that the monitoring shall continue any time that a combination of heat and humidity at that level could result in a need to curtail activity (an ambient temperature of 83 degrees or higher).

COOLING METHODS DUE TO HEAT RELATED ILLNESS

Sec. 1) EXERTIONAL HEAT STROKE

a) Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. 3 athletes have died of EHS in Kentucky in the past few years.

b) The majority of medical evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS.

c) Recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade have been considered.

d) The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow).

e) The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. f) Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

g) It is essential that the school and school officials:

(1) Establish a written plan for emergency treatment of EHS, and conduct drills in the implementation of the plan;

(2) Know how to assess environmental conditions and determine when extreme conditions exist;

(3) Identify a specific spot at the athletic facility that has shade;

(4) Have immediate access to ice and bags to contain ice;

(5) Have access to water, and provide water breaks as outlined in the KMA/KHSAA Heat Illness and Prevention Policy; and

(6) Know the most effective sites for application of ice to the body

h) It is highly desirable that the school and school officials

(1) Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before practice or game, to be used in body immersion for maximal cooling, and how have personnel trained in this technique.

i) It is desirable that schools and school officials:

(1) Have a certified athletic trainer (AT,C) on staff to develop and implement these guidelines

(2) Have immediate access to water

(3) Provide shade breaks

(4) Provide fans when environmental conditions are determined to be extreme

(5) Have close access to an air conditioned room

(6) Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck

Sec. 2) REFERENCES

a) Binkley HM et al. NATA Position statement: Exertional heat illness. J Ath Training 2002; 37: 329- 343.

b) Casa DJ et al. Survival strategy: Acute treatment of exertional heat stroke. J Strength Conditioning Res 2006; 20: 462.

c) Armstrong LE et al. ACSM position stand: Exertional heat illness during training and competition. Med Sci Sports Exerc 2007; 41: 556- 572

SPORTS MEDICINE POLICY

WRESTLING MINIMUM WEIGHT CERTIFICATION PROGRAM

Sec. 1) INTRODUCTION

- a) The health hazards associated with excessive weight reduction through food deprivation and/or dehydration are well documented. These hazards include, but are not limited to, reduced regulation of body temperature, kidney failure, and acute and/or chronic fatigue. The KHSAA urges all to consider the information contained herein in making decisions regarding competitive weight of wrestlers.
- b) The purpose of this plan is to develop and determine an athlete's minimum weight, not necessarily best weight, as those are individual decisions. This only forms a limitation for competition, not an artificial standard for normal practice. In order to participate in wrestling, all participants must have a minimum weight determination made by a designated assessor. The establishment of a minimum weight class is based on a body fat measurement of 7% for male wrestlers and 12% for female wrestlers. This determination must be made through a four-part process:
 - (1) The determination and validation of the proper hydration level of the athlete;
 - (2) The determination of the athlete's body fat percentage;
 - (3) The determination of the athlete's minimum weight were his / her body fat percentage reduced to the minimum level; and
 - (4) The projection and stipulation for the point in time when a wrestler could actually wrestle at that minimum weight.
- c) Questions about the program or its implementation should be directed to Assistant Commissioner Michael Barren at the KHSAA offices in Lexington.

WRESTLING WEIGHT MANAGEMENT REGULATION AND POLICY

Sec. 1) BACKGROUND AND FUNDAMENTALS

- a) An accepted method of determining this weight shall be used and the Commissioner shall approve the method. Any one of the four approved methods may be used in accordance with the weight management procedures, including skin-fold caliper testing; BOD POD® air displacement; Bioelectrical Impedance Analysis or Hydrostatic (under water) determination.
- b) The NWCA (National Wrestling Coaches Association) online system shall be used to record and track the procedures.

Sec. 2) PROCEDURES

- a) The KHSAA remains concerned for the safety of the young people who participate in our wrestling program. The establishment of minimum weight classes along with a maximum weight loss per week limit allows high school wrestlers to participate in a most healthy manner.
- b) Each school is required to certify minimum weights of all wrestlers and turn in the forms to the KHSAA, either in the form of paper forms or the electronic spreadsheet.
- c) The establishment of a minimum wrestling weight based on 7% body fat for males and 12% for females is required for all high school wrestlers. The KHSAA does not advocate that a wrestler's established minimum weight is the athlete's best weight but simply the minimum weight at which the athlete will be allowed to compete.
- d) No wrestler representing a KHSAA member school may compete in a match against an outside team without a weigh-in and without adhering to NFHS weight class rules.
- e) To be entered in a specific weight class in the post season tournament series, each wrestler is required to make weight prior to a specified date in the desired postseason weight class.
- f) All weigh-ins must be recorded using the approved recording system of they do not count toward postseason eligibility.

Sec. 3) WEIGHT LOSS PER WEEK

- a) A weight loss of 1.5% of a wrestler's total body weight per week (or 3.5 pounds per week whichever is greater) has been established and therefore that is divided to get the allowable loss per day (.015 of Alpha weight / 7) for the first week or .5 pound per day.

- b) A wrestler will not be allowed to wrestle at any time in a weight class that would require him/her to lose more than this amount.
- Sec. 4) DESIGNATION / SELECTION/QUALIFICATIONS OF AN ASSESSOR**

- a) When an individual is listed with the KHSAA as an "Assessor", there is always a concern about professional responsibility. There is an expectation of the highest professional and ethical conduct relative to performing assessments on the young wrestlers. These young wrestlers MUST be treated with the highest regard for their right to privacy, and for the confidentiality of all data collected with the program.
- b) Assessors are required to conduct themselves in a manner such that there will be no questions about the positive contribution to the program and to the sport of wrestling. There will be times when professional judgment will be involved to clarify and validate the assessment process; the greater the depth of understanding the program, the more likely you are to represent the best interests of both the KHSAA and the student-athlete.
- c) Each school may select an individual to serve as the Assessor for this program within their wrestling program. Multiple schools may utilize the same assessors.
- d) Schools must submit the name of the assessor to be used to the KHSAA using the appropriate KHSAA form IN ADVANCE of the testing.
- e) Assessors may not be members of school coaching faculty in any sport.
- f) Assessors must have medical background – by definition, employed in the healing and health care profession – Registered Nurse, Licensed Practical Nurse, Advanced Registered Nurse Practitioner, Doctor, Physical Therapist, Physicians Assistant, Doctor of Osteopathy, Athletic Trainer Certified, nutritionist, health educator or an exercise physiologist.
- g) To be eligible to become a KHSAA approved assessor an individual must have demonstrated training and experience in skin-fold measurement or other approved assessment method.
- h) Schools may utilize any individuals for the compilation of the data, but must use a designated assessor to perform the actual measurements.
- i) Schools may use someone not in one of the categories in Item 1(c) with permission of the Association by requesting such permission in advance.

Sec. 5) ESTABLISHING MINIMUM WEIGHTS

- a) The lowest weight class a wrestler may compete at will be determined as follows:
 - (1) If the predicted weight, at 7% male/12% female is exactly that of one of the weight classes, that weight class shall be the wrestler's minimum weight class.
 - (2) If the weight class falls between two weight classes, he/she must wrestle at the higher weight class.
 - (3) Any male or female wrestler whose body fat percentage at the time of measurement falls below 7%/12% must obtain, in writing on the prescribed KHSAA form, a licensed physician's clearance stating that the athlete is naturally at this sub 7%/12% body fat level. A physician's clearance is valid for one season and expires April 1 of each year. A copy of this form shall be submitted to the KHSAA with the minimum weight spreadsheet for each applicable wrestler.
 - (4) Any wrestler who first reports to a team after the posted deadline date shall have his minimum weight determined by his first scale weigh-in and he/she may not wrestle at a lower class the remainder of the season.
- b) There are four methods of determining the body fat percentage of a wrestler.
 - (1) Bioelectrical Impedance Analysis using electronic methods to determine the body fat percentage. The end result of the body fat calculation is entered into the minimum body weight calculations in order to determine the minimum body weight. This is programmed to calculate lean body mass and percent body fat;
 - (2) Traditional skin-fold testing, using specific measurements. In this case, skin-fold measurements will be utilized to determine each wrestler's body fat percentage. Only measurements taken by KHSAA approved assessors will be accepted. This method is based on the relationship between subcutaneous

fat and total body fat and its inverse relationship to body density. The regression equations have been derived for the specific population of the wrestling community and these formulas calculate body density. The KHSAA will accept measurements using these different methods with the Lange or Harpenden calipers. These are medium priced calipers and can be obtained for around \$200.00 from most health care product suppliers;

- (3) BODPOD air displacement system of measurement. This advanced method uses air displacement technology and is as accurate as underwater weighing; yet, it is very safe and fast for the wrestlers. It also provides the wrestler and coach with an immediate calculation for any allowable weight loss and the allowable schedule for the loss. This device (named the BODPOD) is available for testing at several sites. If you wish to learn more about the BODPOD in the meantime, go to www.bodpod.com on the web. The end result of the body fat calculation is entered into the minimum body weight calculations in order to determine the minimum body weight; and
- (4) Underwater or Hydrostatic body fat analysis in a supervised clinical setting. The end result of the body fat calculation is entered into the minimum body weight calculations in order to determine the minimum body weight. This method involves the submersion of an individual to determine the subject's underwater weight that is used along with the weight on land to calculate the body density. It utilizes the concept that muscle mass and fat have specific known densities relative to water. This method can be fairly accurate, although it is usually quite expensive. There is no appeal from the body fat percentage determination used in this method.
- (5) Competitors wishing to appeal the determination of body fat level as determined in (1), (2) or (3) above may do so by using method (4) within two weeks of the original test administration. The costs of such appeal shall be borne by the athlete.

Sec. 6) DEFINITIONS

- a) SKIN-FOLD ASSESSMENT TERMINOLOGY - The use of skin-fold assessment in the process of determination of body composition requires some standardization of terminology used in this field. The following is an attempt to accomplish this standardization:
 - (1) Total Body Weight (TBW): weight of the body on a certified, calibrated scale.
 - (2) Body Density (BD): the mass of the body per unit of volume. (The fat free component is assumed to have a density of 1.100 gm/cm³, the mass of fat is considered to be about .90 gm/cm³)
 - (3) Percent Body Fat (%BF): the proportion of total body weight that is fat weight and expressed as a percentage. $\%BF = (TBW - LBM) / (TBW) \times 100$
 - (4) Lean Body Mass (LBM): the weight of the lean tissue of the body such as muscle, bone, and blood. The weight of the body without the fat weight. $LBM = TBW - FW$
 - (5) Fat Weight (FW): the weight of the fat tissue of the body. Includes both essential and stored fat tissue. $FW = TBW \times \%BF$
 - (6) Minimum Wrestling Weight (MWW): the lowest weight at which a wrestler may compete, determined to be 7 % body fat for the Kentucky Wrestling Minimum Weight Program less a 3% margin of error.
 - (7) Ideal Body Weight: a body weight selected for a specific individual or group based on both empirical and scientific evidence that provides an optimum level of performance.
 - (8) Minimum Weight: a body weight selected for a specific individual or group based on a specific percent body fat. A minimal, but not necessarily ideal or optimum body weight
 - (9) Regression Equations: equations that express the relationship (based on correlation) between the criterion measure (GOLD STANDARD) and the prediction measure. In skin-fold assessment these are determined for specific combinations of sites, and specific populations.
 - (10) Population Specificity: the attempt to make prediction calculation (equations) on representative subjects from specific groups of individuals, the results of which are intended to be applied to a similar, larger population. In skin-fold assessment

for body composition the important specific factors are sex, age, national origin, maturation and hydration.

- (11) Biological Variability: variation that will contribute to error due to such factors as hydration and deposition sites.
- (12) Technical Variability: variability that will contribute to error due to such factors as lack of standardization of procedures among assessors.
- (13) Reliability: reproducibility, the consistency and dependability of a measure. >.9 with experienced assessors. Increases with fewer sites and monitored practice.
- (14) Validity: degree to which an assessor obtains an accurate measure. How well the group being assessed matches the group from which the regression equation was obtained and is dependent upon: age, activity level, population specific, and body composition status.

Sec. 7) PHYSICIAN'S CLEARANCE FOR EXCESSIVELY LEAN WRESTLERS

- a) Any wrestler who naturally is below the 7%/12% minimum measurement must have a signed physician's clearance on the form provided in this material.

Sec. 8) NUTRITION EDUCATION

- a) While it is not required, it is highly recommended that each school participate in a nutrition education program with their student-athletes and incur all costs of the program. Many times, wrestlers are making decisions regarding weight management and weight reduction that would be different if there were better educating as to the long-term consequences.
- b) The National Wrestling Coaches Association has an excellent nutritional model available for a nominal cost per school.

WRESTLING WEIGHT MANAGEMENT COMPETITION RULES

Sec. 1) WEIGHT MANAGEMENT, CERTIFICATION AND CONTROL

- a) All athletes shall meet eligibility requirements including the development of a set minimum body weight. Only competitors whose minimum weight has been determined using the NWCA online weight management system (including all recording and tracking) are eligible to compete. Athletes without a minimum weight determination may not wrestle in competition or in practice after the first date for competition during the regular season.
- b) The minimum weight class for each wrestler shall be determined using the National Wrestling Coaches Association (NWCA) online system between October 15 and the first regular season match.
- c) The Head Coach of the team is responsible for maintaining a signed copy of the Alpha Report as the wrestling permission form. Each athlete subject to the sub-7% (sub-12% for females) physician permission shall have a properly completed form processed, and the Head Coach shall send a copy of that form to the KHSAA prior to the first competition. Once properly received, the KHSAA will authorize the wrestler to compete using the online system and until such is done, the wrestler may not compete.
- d) A wrestler may not compete on the day of the minimum body weight testing.
- e) A wrestler desiring to appeal the original minimum weight certification results shall complete the hydrostatic weight appeal within two (2) weeks of the original test.
- f) A wrestler may never be certified into a class which is below the minimum body weight determined by the wrestler, his/her parents, his/her coach and his/her doctor and verified by using the proper calculation forms.

Sec. 2) WEIGHT CLASSES, WEIGH-INS AND RECORDS

- a) Competition shall be divided into weight classes for regular and postseason competition as defined in the NFHS Wrestling Rules Book.
- b) The two-pound growth allowance will be added to each class boundary on December 25, thereby shifting the bounds of the class. The individual wrestler does not "receive" two pounds, the class weight limit is simply increased by two pounds.
- c) For each round of the KHSAA postseason tournament, the two pound weight / growth allowance provisions from the National

Federation Rules shall be used as such shall be added on December 25.

- d) A certified scale shall be used to verify weight at all matches (regular and postseason). Scales which do not display current certification or for which current documentation is not available shall not count toward the wrestler's weigh-in requirements but shall count as though the wrestler weighed 288.
- e) If an athlete competes in a match where no certified scale was available, the weigh-in counts as a "miss" in all fourteen weight classes with respect to achieving a desired weight class weigh-in.
- f) A member school representative may not compete in any match where a weigh-in is not conducted and recorded.
- g) The Head Coach of each team shall be responsible for entering the complete competition schedule of the team prior to the first competition date, using the NWCA online system and shall maintain the accuracy of that schedule throughout the season.
- h) The Head Coach of each team shall provide, for each competition weigh-in, a match weigh-in form produced by the NWCA online system showing the lowest applicable weight for each competing wrestler on the actual date of competition.

Local event managers should have in place an option to produce such listing in the event that the competing coach does not produce this report at weigh-ins.

Any coach failing to produce this report shall have the weigh-ins recorded on an alternate form, and such shall be provided, by an opposing coach, to the KHSAA for review.

Repeated failure to produce these required weigh-in reports shall be cause for suspension of the Head Coach from regular or post season competition or other penalty contained in KHSAA Bylaw 27 and may subject the team to ineligibility to enter the regional wrestling tournament.

i) Following each match, and prior to the next competition for the squad, each coach shall enter the actual scale weights of each wrestler who weighed in for the competition, using the NWCA online system. For multiple day competition within the same event, only the first day weigh-in is to be recorded.

Repeated failure to enter scale weights prior to the next competition shall be cause for suspension of the Head Coach from regular or post season competition or other penalty contained in KHSAA Bylaw 27 and may subject the team to ineligibility to enter the regional wrestling tournament.

Sec. 3) CERTIFICATION INTO A WEIGHT CLASS

- a) A wrestler is certified into a particular weight class at any regularly scheduled match or tournament any time on or prior to the Saturday of NFHS week 30 by making base weight (including growth allowance after December 25) at an official weigh-in on a certified scale as long as that certified weight is not below the documented minimum weight and is at a time allowed by the minimum weight calculations. A wrestler weighing in on or prior to the Saturday of NFHS week 30 is continually certifying at the weigh-in weight.
- b) Once a wrestler is certified into a particular weight class as of the Saturday of NFHS week 30, he/she may weigh-in only in that class and one class above. He/she is automatically re-certified into a higher weight class after the Saturday of NFHS week 30 by weighing in and qualifying for that class, but never into a lower weight class. After the Saturday of NFHS week 30, making base weight (including growth) two classes above any previously certified weight class automatically renders that wrestler ineligible for the remainder of the year to wrestle in the lower weight class (previous certified weight).
- c) Please note that this rule is for weigh-ins, not matches. It is possible that a wrestler weighed in at a certain class weight for a match, but wrestled up during that match. That weigh-in would count for the lower, weigh-in class.

Sec. 4) WEIGHT CONTROL

- a) All coaches are cautioned that rapid reduction in weight can endanger the health of the student athlete and coaches are encouraged to keep current with all research in this area.
- b) The manager of each meet is to have each participant weighed and it is highly recommended that a physician examine each participant.

Sec. 5) FUTURE CONSIDERATIONS

- a) The KHSAA Wrestling Weight Control Program will continue to develop over the next few years with several enhancements planned.
- b) Education continues to be a key element in the success and understanding of the weight control program. It is hoped that through continued education and dedicated efforts among our wrestling community, we work toward creating a safer sport and healthier environment.

KHSAA MEDIA, INTELLECTUAL PROPERTY AND VIDEOTAPE POLICY

Sec. 1) OWNERSHIP OF RIGHTS

- a) The intellectual property, corporate, broadcasting and media rights to all State championship rounds of the KHSAA postseason championships belong exclusively to the KHSAA, including titling agreements and sponsorships. No member school may approve or sign an agreement that includes rights to state contests (delayed or live). The Commissioner is the manager of all State Championship play.
- b) The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships. No member school can sign an exclusive agreement for a postseason round (District, Region, Sub-Section, Section) without agreement between the schools and approval of the KHSAA Office. The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level.
- c) The rights to regular season competition between involving schools of the KHSAA belong to the KHSAA. Such rights shall, in the normal course of business, be assigned to the Principal of the member school for management. No member school shall sign an exclusive regular season agreement that would "Shut out" its opponent from any audio, video streaming or having the opportunity to do so.
- d) At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA. In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition.
- e) At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights.
- f) Cable companies and other outlets desiring to tape the contest for delayed rebroadcast shall receive the permission of the event manager, and the manager has the right to set and collect any fee which may be deemed appropriate as an offset to any perceived lost ticket revenue.
- g) At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Sports Information Director and Assistant Commissioner, and shall be approved by the Commissioner of the KHSAA.

Sec. 2) PARTICIPATING TEAMS VIDEOTAPING AT KHSAA EVENTS

- a) At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest.
- b) If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area.
- c) It shall be solely the determination of the event manager as to space availability.
- d) The manager of all state final championships is the Association Commissioner.
- e) If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film.

Sec. 3) FANS AND THE GENERAL PUBLIC VIDEOTAPING AT STATE CHAMPIONSHIP EVENTS

- a) The Association shall allow for the taping of KHSAA sponsored competition by persons whose equipment is totally self-contained, is for personal use, shall not be duplicated and the equipment can be operated from the confines of the seat that the person occupies.

b) However, at the discretion of the event manager, taping may be prohibited if attendance figures or ticket sales indicate that the allowance of taping would impose on the comfort and view of other paying patrons.

c) No support equipment, i.e., electric power supplies, tripods, etc. shall be allowed.

d) The determination as to space availability and other technical requests shall be solely to the discretion of the event manager.

e) If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area.

f) All requests for videotape and film space at levels below the state championships shall be directed to the event manager, and his or her decision as to space availability shall be final.

Sec. 4) ASSOCIATION TAPING PRIVILEGES

a) The Kentucky High School Athletic Association reserves the right to tape any of its state championship rounds, and to make the tapes available in a reasonable amount of time and at a reasonable rate.

b) The Association list of events to tape includes all championship events sponsored by the KHSAA.

Sec. 5) REGULAR SEASON VIDEOTAPING PRIVILEGES

a) During the regular season, when granted authority by the KHSAA, the local contest manager (member school Principal) must approve any videotaping or other recording of the contest.

b) Parties taping without permission of the member school will be in violation of KHSAA Bylaw 15, and shall be subject to penalty under Bylaw 27.

KHSAA POLICY ON TITLE IX (TITLE 20, U.S.C. TITLES 1681-1688, ET. SEQ.)

Sec. 1) BACKGROUND

- a) Title IX refers to a portion of the education amendments of 1972, a federal law that prohibits gender discrimination in education programs that receive federal funds and includes athletic programs. The Title IX statute as amended became law June 23, 1972 with the implementation of the regulation for high schools effective in July of 1978.
- b) The KHSAA Board of Control fully supports facilitating the requirements of Title IX for all KHSAA member schools.
- c) The KHSAA began monitoring and auditing equity within KHSAA member school athletic programs (boys and girls) at the beginning of the 1999-2000 school year.
- e) The annual internal Title IX school audits are conducted by KHSAA staff members as well as outside contractors.

Sec. 2) KHSAA TITLE IX MONITORING PER 702 KAR 7:065

- a) Duties of the KHSAA in managing high school athletics are set forth in 702 KAR 7:065. The regulation includes the following: "As a condition present to membership, require each member school and superintendent to annually submit a written certification of compliance with 20 USD Section 1681-83 (Title IX).
- b) Initially, during the 1999-2000 school year, each school received a publication entitled, Title IX Guidelines for Compliance at the High School Level as well as the KHSAA Title IX Audit Document. This document contained forms and instructional material to allow personnel to evaluate the athletics program within the guidelines of Title IX, and submit this document to the KHSAA for review. As of 2011-2012, the process for submitting the reports is totally automated, with roster and participation data based on the rosters maintained by the membership throughout the school year.

Sec. 3) MAJOR COMPONENTS OF TITLE IX

- a) In its simplest form, Title IX is about providing participation opportunities for students as well as the evaluation of the benefits they receive while participating in sports, and measures these items in two basic areas, Opportunities and Benefits.
- b) Opportunities. To assess participation opportunities a school may examine or determine if they comply with Title IX under one of three tests. To be compliant, a school shall pass one of the three tests:
 - (1) Athletic participation at a school is substantially proportionate to enrollment;
 - (2) School personnel shall demonstrate a history and continuing practice of program expansion that is responsive to the developing interests and abilities of the underrepresented sex; or
 - (3) School personnel shall fully and effectively accommodate the interest and abilities of the underrepresented sex.
- 2) Benefits. Once it is determined that equivalent opportunities are provided, an examination of the 12 major athletics program components is made to determine if equivalent / comparable benefits are provided to all athletes. There are twelve major areas of benefits to be analyzed:
 - a) Equipment and Supplies (i.e. uniforms, shoes, bats, balls, replacement schedules, etc.);
 - b) Scheduling of Games and Practice Times (i.e. prime date basketball playing opportunities for girls, comparable prime practice times and length, equivalent number of contest for comparable sports, etc.);
 - c) Travel and Per Diem Allowances (i.e. comparable modes of transportation, meal monies, room accommodations, etc.);
 - d) Coaching (i.e. comparably skilled and experienced coaches, comparable coaching salaries, comparable coaching staff size, etc.);
 - e) Locker Rooms, Practice and Competitive Facilities (i.e. comparable size locker rooms and amenities, lockers, practice facilities, etc.);
 - f) Medical and Training Facilities and Services (i.e. comparable numbers of trainers, medical doctors [home and away], equal access to training facilities and weight rooms, etc.);

- g) Publicity (i.e. schedule cards, game programs, media guides, cheerleading quality, pep bands, mascots, trophy cases, recognition banners, dance teams [home and away], etc.);
 - h) Support Services (i.e. support for coaches administrative needs, booster clubs, etc.);
 - i) Tutoring;
 - j) Athletic Scholarships (*);
 - k) Housing and Dining Facilities and Services (*); and
 - l) Recruitment of Student Athletes (*).
- (*) NOTE: Items j, k, l do not normally apply at the high school level.

Sec. 4) Establishing and Monitoring a Local Title IX Plan

- a) As part of the KHSAA compliance model, each member school / school district shall be required to form a Gender Equity Review Committee (GERC) for the purpose of evaluating the total athletics program and handling issues at the local level.
- b) Each school or school district shall create a Title IX plan and a timetable for corrective actions at the local level. The plan shall include an evaluation of the entire athletic program and corrective action if necessary on items such as practice times, facilities, coaching stipends and athletic budgets.

Sec. 5) Annual Reporting

- a) The KHSAA requires its member schools to annually submit Annual Report forms on or before April 30 for review by the KHSAA.
- b) Member school personnel shall establish a Title IX plan for regular review and for necessary corrective action along with a timetable for correction.
- c) If a school is found to have serious Title IX compliance issues, the local school GERC shall be given the initial opportunity to correct the inequities and submit a timetable for such action.
- d) The recommended time period for such implementation shall be determined by the Commissioner and may vary depending upon the nature of the non-compliance issues and financial implications.

Sec. 6) Requirement to Maintain File

- a) In an on-going effort to assist in Title IX compliance, Kentucky public school districts are required to maintain a permanent Title IX File that is subject to review by the Kentucky High School Athletics Association (KHSAA), the Kentucky Board of Education's designated agent to manage inter-scholastic athletics in Kentucky.
- b) As part of that file, each year, all public school districts must submit an annual Title IX report to KHSAA for review.
- c) In addition, the KHSAA conducts systematic on-site reviews for items related to Title IX, and submits a compiled report of those visits to the Kentucky Board of Education on an annual basis.

Sec. 7) Local Title IX Coordinators

- a) The Kentucky Board of Education requires that each school district designate two coordinators, a School District Title IX Coordinator and a High School Title IX Coordinator.
- b) The District Title IX Coordinator's main responsibility is oversight and monitoring of each high school within their district so that the district complies with Title IX.
- c) The primary responsibility of the School Title IX Coordinator is to coordinate the activities at the school level that are designed to promote gender equality in athletics.
- d) Together these individuals are responsible for ensuring that their schools meet the standards for Title IX compliance.

Sec. 8) Grievances

- a) To file a Title IX complaint for a failure to provide equal opportunity in athletics, the complaining party has the option of filing the complaint with either the local district that sponsors or manages the athletic program in which the alleged violation has occurred and/or with the U. S. Department of Education, Office of Civil Rights (USED, OCR).
- b) When filing a complaint with a local school district, the complaining party must review local board policies to determine the proper grievance procedure is for that district.

Sec. 9) Complaints Received by KHSAA

- a) The Kentucky Department of Education has a Title IX Compliance Officer, but that Title IX Compliance officer is responsible for complaints that relate specifically to programs that it sponsors or operates.

- b) If the Kentucky Department of Education or the KHSAA receives a complaint that relates to failure to provide equal opportunity in athletics at the school district level, the KDE Title IX Compliance Officer of the KHSAA will refer the complaint to the local district.
- c) The KHSAA reserves the right to directly report any situation discovered through its education and reporting process directly to the Office of Civil Rights in Philadelphia.

Sec. 10) Summary

- a) Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance.
- b) The U.S. Department of Education gives grants of financial assistance to schools and colleges, therefore, Kentucky public schools are mandated by law to ensure Title IX compliance.
- c) The Title IX regulation (34 CFR Part 106) includes not only the failure to provide equal opportunity in athletics, but also sexual harassment and discrimination based on pregnancy, and employment discrimination.
- d) The KHSAA staff continues to report regularly to the Kentucky Board of Education regarding this project, and in particular, with areas that may be identified as potential compliance issues. This report routinely includes an overall review of the Association's progress in assisting the member schools in achieving equity within the sports programs of the under represented gender.
- e) The KHSAA shall publish on its web site, resource information related to the proper application of Title IX, and procedures to be followed in the event that individuals desire to seek remedy to alleged violations or non-compliance. f) The KHSAA, KBE, Kentucky Department of Education and Kentucky School Boards Association continue to work together to provide continuing education to the member school administrators to assist the schools in achieving gender equity in interscholastic athletics.

KHSAA POLICIES ON TRANSGENDER AND CROSS-GENDER PARTICIPATION

KHSAA TRANSGENDER PARTICIPATION POLICY

For the purposes of eligibility to participate in interscholastic athletics, each student athlete shall participate according to the gender they were assigned at birth. This may be demonstrated through the use of a birth certificate, driver's license, passport or other certified medical record. Each member school is responsible for making this initial determination for its student athlete.

KHSAA CROSS-GENDER PARTICIPATION POLICY

Sec. 1) BACKGROUND

For the purposes of athletics, each properly enrolled and otherwise eligible student athlete has sport and sport activity-specific opportunities with respect to the privilege of participation.

Sec. 2) BASEBALL AND SOFTBALL

- a) These sports are not "like" in terms of participation opportunities. If a girl desires to play on a baseball team, it is the decision of the local school as to that option.
- b) A boy may not play on a girls' softball team for any reason.

Sec. 3) BASKETBALL

- a) If a school sponsors both a boys and girls team in basketball, students may only play for the gender specific team (girls may only play for the girls' team, boys may only play for the boys' team).
- b) If a school sponsors only a boys team and does not sponsor a girls team, female students may play for the boys team.
- c) A boy may not play on a girls' basketball team for any reason.

Sec. 4) FOOTBALL / WRESTLING

- a) If a girl desires to participate on a football or wrestling team, such participation opportunity shall be allowed.
- b) If a school develops a wrestling team for girls, a boy may not compete on a girls' wrestling team for any reason.

Sec. 5) SOCCER

- a) If a school sponsors both a boys and girls team in soccer, students may only play for the gender specific team (girls may only play for the girls' team, boys may only play for the boys' team).
- b) If a school sponsors only a boys team and does not sponsor a girls team, female students may play for the boys team.
- c) A boy may not play on a girls' soccer team for any reason.

Sec. 6) VOLLEYBALL

- a) The Association sponsors volleyball only for girls.
- b) A boy may not play on a girls' volleyball team for any reason.

Sec. 7) CROSS COUNTRY / GOLF / SWIMMING / TENNIS / TRACK AND FIELD

- a) A student may only represent the specific birth gender when participating in these individual sports.

Sec. 8) ARCHERY

- a) Coed participation is required within the competition rules of KY NASP.
- b) Each team must have a minimum of four (4) females and a minimum of four (4) males to compete (as part of the twelve (12) person team).

Sec. 9) BASS FISHING

- a) There is no gender specific competition in this sport activity

Sec. 10) BOWLING

- a) If both genders compete on the same team, they are considered to be a boys' team for the purpose of competition.
- b) A boy may not compete in the girls' competition for any reason.

Sec. 11) COMPETITIVE CHEER

- a) A boy may not compete in the All girls' competition for any reason.

POLICIES AND OPERATING PROCEDURES

DAWAHARES / KHSAA HALL OF FAME

The Kentucky High School Athletic Association entered into an agreement with the Dawahares clothing stores for that company to sponsor the Dawahares / Kentucky High School Athletic Association Hall of Fame. Since that time, more than 400 individuals have been inducted into this special group of athletes, coaches, officials and contributors to interscholastic athletics in the Commonwealth.

Sec. 1) NAME

Until such time as a new title sponsor is obtained requiring a change, the name of this program shall be the Dawahares / KHSAA High School Sports Hall of Fame (hereinafter "Hall of Fame"), a program of the KHSAA under the jurisdiction of the Board of Control, and shall be located in Lexington, Kentucky.

Sec. 2) TITLE SPONSORSHIP

a) For the period covering the induction classes of 1988 through 2012, such title sponsorship was contracted with Dawahares, Inc.

b) The Association continues to seek a new title sponsor for this project.

Sec. 3) BASIC PURPOSE

a) The Hall of Fame is organized as a means of recognizing, preserving and promoting the heritage of interscholastic sports in Kentucky.

b) Many individuals have made extraordinary contributions and have had superb accomplishments in high school sports.

c) The Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of statewide recognition as examples for others to emulate.

Sec. 4) GOVERNANCE

a) The KHSAA in compliance with signed sponsorship agreements shall govern the Hall of Fame.

b) The two-level selection process shall be governed and under the control of the Hall of Fame Screening Committee and the Hall of Fame Selection Committee.

Sec. 5) CATEGORIES FOR NOMINATION

a) Individuals may be nominated representing four categories. The categories of Athlete, Coach, Official and Contributor are included on the nomination form for expediency in understanding the primary area in which an individual is to be considered for one's achievements in interscholastic athletics.

b) The grouping is for screening purposes to assist those making the nominations in understanding the type of information required as detailed below:

(1) Athlete: A former high school athlete whose achievements as a high school athlete were extraordinary and merit statewide recognition. Such athlete shall have completed high school eligibility in all sports at least ten years prior to being eligible for induction. Athletes who are being nominated are to be considered solely for their achievements in interscholastic athletics in this state.

(2) Coach: A current (age 65 or over) coach whose accomplishments as a high school coach merit state recognition or former high school coach who has been inactive as a coach for a minimum of three school years whose accomplishments as a high school coach merit statewide recognition. Coaches would be considered on the merits of their high school coaching achievements alone.

(3) Contest Official: A former high school contest official whose contributions as a high school contest official merit statewide recognition. Contest officials are to be considered solely on the basis of their service as a high school official.

(4) Contributor: An individual who has made outstanding contributions to interscholastic athletics on a statewide scale in some capacity other than Athlete, Coach or Official, including such areas as athletic administration, state association administration, sports medicine and sports media.

Sec. 6) DESIRED BALANCE OF DEMOGRAPHICS IN SELECTION CLASS

a) In addition to the nomination criteria and classes listed in Section 1, the Board of Control has as a stated objective, other criterion to fulfill the desire of proper and adequate representation.

(1) Senior: An individual who is deceased, or at the time of consideration, has reached the age of 65.

(2) Sections: For purpose of the selection process, the Sections of the state shall be bounded by the regional tournament boundaries in basketball. Section 1 shall be Regions 1-4, Section 2 shall be Regions 5-8, Section 3 shall be Regions 9-12, and Section 4 shall be Regions 13-16.

(3) Underrepresented Populations: It shall be the objective of this project to seek to identify, nominate and select a balance of individuals including those from previously underrepresented populations. Such populations shall include female participants in all categories in Section 1 of this Article, minority (African American and others) participants in all categories in Section 1 of this Article, and an adequate number of seniors as defined in this section.

Sec. 7) DESIRED SIZE AND DEMOGRAPHICS OF INDUCTION CLASS

a) The Selection Committee shall select the induction class for the following year. Each group of inductees shall include at least:

(1) A selection class consisting of a minimum of eight (8) inductees that shall be the pre-determined desired number each year;

(2) A minimum of one representative from each section as defined in Section 2 (b) of this Article; and

(3) An appropriate demographic balance of all populations including those defined in Section 2 (c) with a minimum of one from each category.

Sec. 8) REQUIREMENTS FOR NOMINATION

a) In order to maintain the integrity of the program, the following criteria are established for nominations.

(1) Nominees shall exemplify the highest standards of sportsmanship, ethical conduct and moral character. All candidates shall be judged on their significant or long-term contributions to interscholastic athletics.

(2) Candidates whose careers ended 50 or more years ago and who are deceased shall be considered against the accomplishments of their contemporaries, as much as is possible. It is suggested that additional support material be included, such as letters from individuals who had some involvement with the nominee.

(3) All applications shall clearly indicate the status of each candidate as it relates to the defined categories in Sections 1 and 2 of this article to allow for accurate comparison and consideration.

Sec. 9) NOMINATIONS PROCEDURES

a) The following procedures shall be utilized for nominations to the Hall of Fame.

(1) The Official Nomination Form shall be completed and submitted to and received by the KHSAA along with appropriate support materials by November 1 of each school year for a candidate to be considered for the following year's class. Any nomination received by the Association that does not contain active and current address and contact information for the nominee (or family if deceased) shall not be considered.

(2) In addition to the Official Nomination Form, the following materials may be submitted for an individual to be considered for induction.

a. Letters of Recommendation. A completed nomination form may be accompanied by letters of recommendation from the person making the nomination, and other letters of support from appropriate individuals from the nominee's related high school career.

b. In cases where other support material is difficult to obtain, additional letters may be in order to substantiate the individual's accomplishments or contributions. Letters of recommendation for other awards of honors may not be used as substitute for this requirement. c. A limited number of newspaper clippings, magazine articles, copies of scorebooks and statistics may be included to help substantiate the accomplishments and contributions of the nominee. These materials shall focus on high school accomplishments and contributions and be listed in chronological order.

d. A 5x7 photograph, preferably black and white, is to be submitted with the nomination form.

(3) Additional information and support documentation may be submitted with this form or may be requested by Association staff in order to process the nomination and all support material is to be submitted to and received by the KHSAA on or before December 15 in order to be considered at the next screening session.

(4) The completed nomination form and support materials are to be sent to:

Dawahares / KHSAA Hall of Fame
2280 Executive Drive
Lexington, Kentucky 40505

(5) Once the information forms are received by the KHSAA, all actions necessary to the selection process shall remain confidential.

(6) The Hall of Fame shall retain all information submitted. It is advisable to include a limited number of newspaper articles, magazine articles and other supportive materials that would be helpful to the Hall of Fame Screening Committee.

Sec. 9) NOMINATION ELIGIBILITY

a) Nomination of the Hall of Fame may be made by

(1) Representatives of Kentucky High School Athletic Association member schools

(2) Appropriate Coaches, Officials, Administrators and Athletic Director Associations or members

(3) Anyone else with connection or relation to the high school community

(4) A representative of the KHSAA staff or Board of Control.

b) Nomination of Board of Control . Staff Members

(1) A currently seated member of the KHSAA Board of Control shall not be eligible until such time as their term in office has expired.

(2) A currently employed member of the KHSAA staff shall not be eligible for induction until such time as they are no longer employed.

(3) Any such member of the Board of Control or staff that has been nominated for the Hall of Fame shall have the materials retained by the KHSAA, and the processing of the nomination, including all deadlines, shall be held in abeyance until the member is eligible to be considered. This period of abeyance shall not be included in any time periods that would result in the expiration of a nomination.

c) Term of Nomination

(1) Following initial nomination, a candidate shall remain eligible for induction of the following five years.

(2) After this time has expired, the candidates name shall be required to be re-submitted on a new nomination form in order for that individual to be considered.

Sec. 10) AMENDING THE INDUCTION CRITERIA

The Board of Control may amend or otherwise revise the induction criteria at any time.

Sec. 11) HALL OF FAME SCREENING COMMITTEE

a) The Hall of Fame Screening Committee shall meet annually to screen candidates based on the criteria approved by the Board of Control to be submitted to the Hall of Fame Selection Committee.

b) The Hall of Fame Screening Committee shall have voting members as follows:

(1) Up to nine (9) members of the KHSAA Board of Control, appointed annually by the President. It shall be the normal practice that Board of Control members in their first year, and rising to the third year of their term on the Board serve on the Screening Committee;

(2) The Commissioner shall serve on the Screening Committee;

(3) At least three (3) additional members of the KHSAA executive staff appointed by the Commissioner shall serve on the Screening Committee;

(4) At least three (3) members of the media, one representing print outlets, one representing radio outlets and one representing television outlets shall serve on the Screening Committee. The KHSAA Media Advisory Committee shall select these members on an annual basis. In the absence of such committee action, these positions may be solicited from the statewide organizations (Kentucky Press Association, Kentucky Broadcasters Association, etc.) that represent the

desired groups; and

(5) One member appointed by the representatives of the program title sponsor.

(6) The President of the Board of Control shall designate a member of the staff to serve as chairman of the Screening Committee. The Commissioner shall replace any vacancies that occur on the Screening Committee prior to the conclusion of terms, or resulting from any termination of Screening Committee membership.

c) The duties and responsibilities of the members of the Hall of Fame Screening Committee shall be as follows:

(1) Attend the annual meeting of the Screening Committee.

(2) Annually evaluate nominations of individuals submitted to the KHSAA by the prescribed deadline date.

(3) Approve only those individuals who had significant and or long-term contributions or accomplishments in high school sports and who meet the defined criteria.

(4) Evaluate and recommend changes to the induction criteria and guidelines on an annual basis. After approving all worthy nominees, the Screening Committee shall determine the number of candidates in each category that shall be inducted. These numbers shall be used to select the induction class after voting by the Selection Committee.

(5) Keep all action of the Screening Committee confidential. Violation of this provision shall result in removal from the committee.

d) The voting procedures of the Hall of Fame Screening Committee shall be as follows:

(1) KHSAA staff shall provide to the Screening Committee members a compilation of all nominees eligible for consideration and all support material at the upcoming Screening Committee meeting.

(2) Such listing of nominees shall be listed in a format where categorical representation in accordance with Sections 1 and 2 of Article IV is easily recognized.

(3) These listings shall be cross-referenced to ensure that each person eligible is listed in all applicable categories.

(4) This listing shall be provided to the members of the Screening Committee not less than thirty (30) days prior to the Screening Committee meeting to allow for ample time to consider all candidates.

(5) Discussion shall be held by each category and ensuring that all eligible candidates receive due consideration.

(6) The Screening Committee shall review candidates based on information available at the time of the Screening Committee meeting.

(7) The Screening Committee shall meet at a time and place designated in conjunction with a spring Board of Control meeting to conduct the screening process.

(8) The Screening Committee, provided adequate numbers of non-inducted nominees exist, shall forward not less than twenty-four (24) names (including those that remain eligible having been screened before) to the Hall of Fame Selection Committee for final consideration. It shall be the objective of this committee to keep the total number of screened individuals at or near the desired twenty-four (24) in order to offer continual consideration given the turnover in screening committee membership.

(9) The Screening Committee, by majority vote or consensus, may forward groups of individuals en masse in an effort to meet the requirements of Section 3, parts (2), (3) or (4). If this step is taken in order to ensure a balanced pool of nominees to be considered by the selection committee, then the Screening Committee shall by majority vote or consensus, determine how this group screening impacts the policy of having twenty-four (24) forwarded to the Selection Committee.

(10) All individual nominees approved by the Screening Committee and forwarded to the Selection Committee who do not receive the necessary votes from the Selection Committee for induction shall remain "screened" for three (3) years, provided the original nomination remains within the five-year nomination period.

(11) No candidate shall be considered who is not part of the material distributed as detailed in item 1 above.

Sec. 12) HALL OF FAME SELECTION COMMITTEE

- a) The Hall of Fame Selection Committee shall conduct balloting annually to screen candidates based on the list of candidates forwarded by the Screening Committee. This balloting shall be held near the time of the spring KHSAA Board of Control meeting.
- b) The Hall of Fame Selection Committee shall have voting members as follows.
 - (1) Up to nine (9) members of the KHSAA Board of Control, appointed annually by the President. It shall be the normal practice that Board of Control members in their second year, and Board of Control members in their fourth year of their term on the Board serve on the Selection Committee;
 - (2) At least three (3) additional members of the KHSAA executive staff appointed by the Commissioner shall serve on the Selection Committee.
 - (3) At least three (3) members of the media, one representing print outlets, one representing radio outlets and one representing television outlets shall serve on the Selection Committee. The KHSAA Media Advisory Committee shall select these members on an annual basis. In the absence of such committee action, these positions may be solicited from the statewide organizations (Kentucky Press Association, Kentucky Broadcasters Association) that represent the desired groups.
 - (4) One member appointed by the representatives of the program title sponsor.
 - (5) Other members may be added as necessary to ensure the integrity of the process.
 - (6) The Commissioner shall ensure that the balloting is conducted in an anonymous fashion.
- c) The selection Committee shall utilize the following voting procedures
 - (1) At the discretion of the Commissioner and President of the Board of Control, the Hall of Fame Selection Committee may meet as a group or may choose to do its balloting by proxy ranking.
 - (2) Hall of Fame Selection Committee members complete rating sheets which shall be viewed as preliminary notes to the process and return these to the KHSAA for tabulation or such may be done by any other form of electronic balloting.
 - (3) No candidate failing to be forwarded by the Screening Committee shall be considered.
 - (4) Selection Committee members shall rank candidates in order of desired induction preference, with the top listed person receiving the higher number of points.
 - (5) After the initial tabulation of results, additional candidates beyond the desired class maximum size may be selected to ensure that each of the desired populations is represented.
 - (6) Totaling the votes for each candidate and applying the ratios established by the Screening Committee determine the induction class.
 - (7) The annual voting results of the Selection Committee shall be confidential.
 - (8) Inductees shall be announced at a pre-determined time following the final selection process and after the individuals have been contacted and indicated that they will be present or represented at the induction ceremony.
 - (9) Prior publicity concerning nominees is not appropriate and may result in elimination from future involvement in any phase of the selection process.

Sec. 13) APPOINTMENT AND PROCEDURES FOR VETERANS COMMITTEE

- a) At the discretion of the Commissioner and President of the Board of Control, a Veterans Committee shall be appointed to review the list of those candidates selected for induction.
- b) This committee shall review the list of persons selected for induction, as well as those screened and eligible for nomination.
- c) The Veterans Committee shall ensure that at least two (2) individuals are selected to the induction class whose career as a participant (as a coach, player, official or contributor) includes the time period of fifty (50) or more years prior to the induction ceremony.

- d) The Veterans Committee, from the list of screened and eligible nominations, has the authority to select these individuals and add them to the selection class prior to the formal announcement of the induction class.

Sec. 14) AMENDING THE SELECTION PROCEDURES

The Board of Control may amend or otherwise revise the selection procedures at any time.

Sec. 15) INDUCTION CEREMONY

- a) The Hall of Fame Induction Ceremony is held each year at a pre-determined date.
- b) Inductees shall be notified in writing if selected for the following year's class.

Sec. 16) PAST INDUCTEES

Information about the past induction ceremonies of the Dawahares / KHSAA Hall of Fame can be found on the KHSAA web site, www.khsaa.org.

KHSAA OFFICIALS GUIDEBOOK POLICIES

Sec. 1) BACKGROUND

- a) In compliance with the Federal Court Decree of 1971 as amended, the KHSAA has guidelines to govern the licensing and assignment of high school (grades 9-12) sports officials. These policies exist to ensure adherence to that decree.
- b) The KHSAA Board of Control, through the Commissioner's office, provides for the licensing and regulation of contest officials in Baseball, Basketball, Competitive Cheer, Football, Softball, Soccer, Swimming, Track & Field and Cross Country, Volleyball and Wrestling, for the cancellation of such registration for just cause, for the setting of licensing fees, and for the establishment of classification levels and requirements for those levels. Licensing to officiate/judge other activities may be expanded as offerings are added to the KHSAA.
- c) Officiating is not easy, and certainly not suited for every individual. An effective official needs to possess certain characteristics such as quick reaction time, confidence, calmness, consistency, good judgment, cooperation, knowledge of the rules, duties and mechanics, professional appearance, top conditioning, courtesy, a sense of humor, and courage.
- d) The KHSAA believes that officiating is an important part of the athletic program. For this reason, considerable time, effort and money is spent on clinics, videotapes and materials designed to increase the knowledge and improve the techniques of officials. The KHSAA Board of Control, through the Commissioner, has allowed for the designation of a member of the KHSAA staff to serve as the Supervisor of Officials for all KHSAA sports. This allows even more emphasis to be placed on recruitment and training of officials.
- e) In athletics, the official represents the integrity of the contest. By his or her action, on and off the field, court or pool, the official must earn through unquestioned honesty, demonstrated ability, obvious devotion and full understanding of the contest, its players, coaches, fans and newscasters, the confidence and respect which are the all important attributes for fine officiating.
- f) To achieve officiating excellence, an official must combine his or her knowledge of the playing rules with proper officiating mechanics. The official must be responsible for participants in the contest receiving his or her best effort to the end that he/she will "reach into the rule", refuse to be intimidated by players, coaches or fans, give the play the full flexibility of his/her judgment, and implement his/her knowledge and ability with intelligent, understanding courage.
- g) An official must possess an inner desire to continually improve and strive to be one of the best. Certainly, all officials will not succeed in becoming top officials, but most certainly, the official who lacks this desire to improve has stopped growing as an official.
- h) The Commissioner shall ensure through the Supervisor of Officials, that the Officials Division Policies (Officials Guidebook) are reviewed on a not less than annual basis, and that the Board of Control has final authority on all policy related matters to ensure compliance with the Federal Court Decree of 1971.
- i) It is hoped that this Guidebook will be a value to all concerned.

Sec. 2) ASSIGNMENT OF OFFICIALS

- a) Pursuant to the Amended Decree entered December 22, 1971 in *E. Deedom Alston v. Kentucky High School Athletic Association*, United States District Court, Eastern District of Kentucky, Lexington Division, No. 2274, where the use of licensed officials is required for an athletic contest in the sports of football, basketball and baseball, said officials shall be selected by a Commission, composed of the KHSAA Commissioner and the Assistant Commissioners.
- b) The Commission has the authority, however, to contract with individuals to assist with this selection. Pursuant to this authority, the Commission may enter into agreements with persons to directly assign regular season contests, known as "Assigning Secretaries". The Commission shall directly assign all officials for all KHSAA sponsored (district, region, semi-state, section and state) championship competition.

Sec. 3) KHSAA OFFICIALS DIVISION

- a) Under the provisions of the KHSAA Bylaws and in accordance with the provisions of the Federal Court Decree of 1971, as amended, the KHSAA shall define the roles to be played and duties to be performed by persons within the Officials' Division.
- b) All terms of contract positions within the Officials Division shall be set by the Board of Control, including length of appointment and salary.
- c) The Office of the Officials Division shall be at 2280 Executive Drive, Lexington, Kentucky. The Officials Division shall be responsible for the recruitment, supervision, training and assignment of officials to events where the use of licensed officials is required and where the KHSAA provides licenses. The KHSAA Commission has the authority, however, to contract with individuals to assist with the assignment of officials.
- d) Current specifications for the Officials Division are found in the KHSAA Bylaws, and in the KHSAA Officials Guidebook. KHSAA administration of each sports program shall remain with the KHSAA Commissioner and the KHSAA Assistant Commissioner with responsibilities for that sport. Programs involving recruiting, training, developing, retaining and assigning officials in all sports shall be coordinated through the Officials Division.

Sec. 4) DEFINITIONS

- a) Commission - The Commissioner and Assistant Commissioners comprise the Commission
- b) Assigning Secretary - This refers to the person engaged to assign the scheduled contests to the members of a local association, as well as provide / coordinate local training and development efforts.
- c) Basketball Region - This term is used generically to define the boundaries of the current basketball regions. These shall serve as reference points throughout the state and are not intended to imply only basketball. All KHSAA schools are within a basketball region, whether they play basketball or not.
- d) Licensing - the process handled by the KHSAA to license an official. It is the prospective official's responsibility to fulfill any and all requirements of the process.
- e) Board - this refers to the Board of Control of the Kentucky High School Athletic Association.
- f) Local Association - the group of officials formed under the auspices of a regional policy board and approved by the KHSAA.

Sec. 5) WORKING CLASSIFICATION OF LICENSED OFFICIALS (INDEPENDENT CONTRACTOR)

- a) Officials licensed by the KHSAA are independent contractors. Officials licensed by the KHSAA are not employees of the KHSAA or a member school when serving as an official and have no insurance or other benefits consistent with employment.
- b) The KHSAA automatically submits the proper membership fee to the National Federation Officials Association (NFOA) for membership from the license fee as requested by the official or applicant.
- c) Each official shall sign authorization to the following statement:
I hereby agree to join a local officials' association if required in my sport(s) and to work, as an independent contractor, a schedule of contests assigned by a local assigning secretary. I shall work for the fee set by the KHSAA and shall cooperate with the KHSAA as requested and required by KHSAA Bylaws and Officials Division Regulations. As an independent contractor, I am not an employee of the KHSAA or member school when serving as an official and understand that the KHSAA shall not provide insurance or other benefits consistent with employment. I request that the proper fee be taken from my registration amount and made payable for membership in the NFOA as detailed in KHSAA regulations. I agree by licensing that I shall provide my Social Security number and birth date to the KHSAA solely for the purpose of complying with the elements of a criminal records check.

Sec. 6) REQUIREMENT FOR LICENSING BY OFFICIALS

- a) Any person who officiates at any level (grades 9-12) in baseball, basketball, football, soccer, softball, swimming and diving, volleyball and wrestling between member schools of the KHSAA shall be licensed with the KHSAA.
- b) Any person who officiates in Cross Country or Track & Field in a meet involving more than four (4) schools shall be licensed

as track and field officials with the KHSAA. Schools are recommended to use only those officials in cross country and track and field who are licensed in track and field by the KHSAA regardless of the number of teams.

- c) Each official will be issued an identification number. The use of this and memorization of this number will assist the process of any inquiry.

Sec. 7) RECRUITMENT OF OFFICIALS

a) The KHSAA is bound by Federal Court decree as well as by the very nature of its existence to recruit new officials. This has been done by many methods, most at the local level. The Officials Division has adopted the following standard procedures for recruitment of officials:

- (1) The KHSAA shall ensure that local associations, through the Assigning Secretary, utilize any medium and format possible to recruit new officials.
- (2) The regional colleges and universities in this state are encouraged to offer officiating classes as part of the curriculum. In addition, the KHSAA staff is ready to assist as guest lecturers, clinicians and instructors for these classes.
- (3) The KHSAA is a strong advocate of advanced camps to improve the skill of officials and is ready to assist as guest lecturers, clinicians and instructors for these camps.
- (4) The KHSAA offers a discounted license for full time college students (12 hours) with verification of a full-time class schedule in an effort to get them involved at an early age.

Sec. 8) QUALIFICATIONS FOR LICENSING

- a) The minimum standards for licensing of all officials shall be:
 - (1) Applicant shall be a graduate of an accredited high school or be at least eighteen years of age.
 - (2) Licensing fee shall accompany application form. The fee shall be returned if applicant does not meet requirements or if the proper amount is not enclosed.
 - (3) Able to physically perform the duties of being a sports official including having an annual physical prior to officiating grade nine through twelve competition.
 - (4) Annually attend the KHSAA rules clinic or approved makeup clinic. If not, schedule is subject to immediate cancellation following last clinic or subject to other penalty such as lack of postseason assignment.
 - (5) Licensed with KHSAA and in good financial standing.
 - (6) Submit to a Criminal Records and Background check upon request by KHSAA in accordance with adopted policy.

Sec. 9) FEES FOR LICENSING AS AN OFFICIAL

- a) Each official or prospective official shall pay a fee. The licensing fees are also intended to cover costs of rules publications, postage and shipping, printed forms, membership in the National Federation Officials Association, specific insurance coverage, rules interpretation meetings, Arbitersports.com usage, and other costs of administering the officials program. The fee which shall be published each year as part of the adoption of the standard minimum officiating fees, in order to license as an official with specific components as listed:
 - (1) Administrative Fee - Each official or prospective official shall pay an administrative fee to license with the KHSAA. From this fee, the official will receive the membership dues into the National Federation Officials Association (NFOA) and insurance coverage fees shall be paid for each official as described in this brochure, the Athlete Magazine when it is published, and the other relevant news and mailings general to all officials. This administrative fee will also fund the Officials Trust Fund (\$5 per official for recognition programs and an annual banquet), and the required Criminal Background Checks.
 - (2) Per Sport Fee for Each Sport Licensed - Each official or prospective official shall pay a fee for each sport in which he/she desires to license. For example, a person desiring to license in one sport would pay the Administrative Fee and the fee for the sport. If a currently licensed official desires to add a new sport or renew in a previous sport after the deadline, the fee shall be the same as the re-licensing additional sport fee, and process would be as described for all new officials.
 - (3) College, University, or approved High School Mentor Fees - Each full-time student (12 hours) at a college or university

(with verification of schedule submitted to the KHSAA) will have the Administrative Fee and the Per Sport Fee Reduced. For example, a college student desiring to license in one sport would therefore pay the administrative fee, and an additional per sport fee.

- (4) Twenty-Five Year Officials - The fees for officials licensing into their 26th year or beyond shall be waived. However, the licensing process shall be completed through the KHSAA prior to the acceptance of any assignments.

(5) Late Licensure Fee - Each re-licensing official shall be charged a late fee for failing to license by the June 30 deadline in all sports. A late fine shall not be assessed for a re-licensing official who desires to add a first-time sport or for a new (prospective) official. Officials licensing after more than one year of lapse in licensing are not subject to the late fee.

(6) Late Clinic Fee - A fee may be assessed to officials who fail to attend the required rules clinics in specific sports in a timely manner. This fine shall be waived in a sport for first time licensing officials.

(7) NSF (Insufficient Funds) Check or Declined Credit Card - A fee will be assessed to any official whose check fails to clear the bank and the transaction results in the KHSAA having a fee assessed by its financial institution. Licensing will be suspended for these officials or prospective officials until this fee is paid.

Sec. 10) LOCAL OFFICIALS' ASSOCIATIONS

- a) The KHSAA's officiating program for recruiting, training and retaining officials depends upon the involvement of local officials' associations.
- b) It is the ultimate goal of the KHSAA to have every official as an active and participating member of a local officials' association.
- c) Local associations have many roles, including:
 - (1) The recruitment and encouragement of new officials
 - (2) Assist the Assigning Secretary in administering training and rules discussion meetings for officials
 - (3) Monitoring the local association to ensure compliance to all KHSAA regulations and standards by member officials
- d) A local officials' association may be sanctioned by the KHSAA upon following the procedure outlined below:
 - (1) The Association is recognized and sanctioned by the Local Regional Policy Board. There shall only be one such association for each sport within each local Regional Policy Board.
 - (2) Only duly licensed KHSAA officials are eligible for membership in a sanctioned local officials organization unless participating in a program approved by the Commission.
 - (3) The local group may adopt its own name and its proposed Constitution and Bylaws. However, the proposed Constitution and Bylaws shall be submitted to the KHSAA for review and approval. The Bylaws of the local association may not set aside the rules of the KHSAA nor may these documents conflict with the assigned duties of the Regional Policy Board and Assigning Secretary.
 - (4) A list of the current officers of the local regional organization shall be kept on file with the Commission.
 - (5) The local association may not make rules or policies that supersede KHSAA requirements for officials in terms of qualification of varsity roster status or placement in crews or groups. That is the specific discretion of the Assigning Secretary.
 - (6) The local association may not make rules or policies that supersede KHSAA requirements for officials in terms of postseason qualification. That is the specific discretion of the Association as all assignments are made by the Commission.

Sec. 11) REQUIREMENT FOR CRIMINAL BACKGROUND CHECK AND STANDARDS FOR REVIEW

- a) A background check shall be done by the Kentucky High School Athletic Association ("KHSAA") on all licensed officials as of the 2010-2011 licensing year. The background checks will be done using the database of the Kentucky Administrative Office of the Courts ("courtmet") or other comparable firm.
- b) Beginning with the 2010-11 licensing year, all new officials (prospective officials) shall have a background check done upon initial licensure. This first licensure shall be considered provisional in nature pending the successful completion of the

background check. If the report is deemed inaccurate or does not provide sufficient detail of offenses, KHSAA may, at its discretion, request the applicant to provide a background check from the Department of Kentucky State Police. The cost of the Kentucky State Police Background check shall be borne by the appellant.

- c) Every fifth (5th) year, or at the discretion of the KHSAA, beginning with the 2010-2011 school year, each official shall have a background check done upon attempting to license.
- d) Once completed, the background checks will be reviewed within the following items leading to PERMANENT SUSPENSION OR DENIAL OF LICENSURE. Permanent Suspension or Denial of License - Licensing shall be denied any official or prospective official when the results confirm that the person has been:
 - (1) Convicted of a sex crime or criminal offense against a minor as defined in KRS 17.500;
 - (2) Listed as a violent offender as defined in KRS 17.165;
 - (3) Convicted for an unlawful transaction with a minor as set forth in KRS 530.064 or KRS 530.065; or
 - (4) Listed as a convicted felon who has not had his or her civil rights restored.
- e) Once completed, the background checks will be reviewed within the following items leading to TEMPORARY SUSPENSION OF LICENSURE. The Commission may, upon presentation of competent evidence, suspend the ability of a licensed official to be offered game assignments by local assigning secretaries for the following reasons:
 - (1) Being formally charged with a violation of KRS 17.500 (sex crime or criminal offense against a minor), KRS 17.165 (violent offender), KRS 530.064 or KRS 530.065 (unlawful transactions with a minor);
 - (2) Being indicted for any felony criminal act;
 - (3) Being indicted for a misdemeanor act involving the use or distribution of mind or body altering drugs, theft or an act involving moral turpitude;
 - (4) Any acts or omissions detrimental to the best interests of the KHSAA and interscholastic athletics, which could include but is not limited to:
 - a. Making derogatory remarks about officials, contestants, coaches or fans;
 - b. Instigating, inciting or being involved in disruptive incidents at contest sites or local association meetings or functions;
 - c. Making derogatory remarks or displaying critical actions or gestures against contest officials;
 - d. Sexual or other unlawful harassment;
 - e. Use of abusive or inappropriate language during the performance of the officials' duties or at any time from arrival at a contest venue to departure;
 - f. Providing unwarranted or derogatory news media releases, interviews or comments;
 - g. Improper or excessive communication with school representatives, media or general public regarding the evaluation or assignment of contest officials;
 - h. Terminating a contest before the normal end of regulation play without trying to secure the assistance of game management and security to rectify the problem; or
 - i. Improper or inappropriate comments using traditional or social media, or conduct unbecoming an official.
 - (5) Using mood altering substances on the date of contest;
 - (6) Being convicted of an offense for which the imposed punishment includes the suspension of driving privileges;
 - (7) Failure to timely (within 24 hours) and properly report the ejection of a player, administrator, coach, or spectator, or any other incident for which reporting is required by the Commission;
 - (8) Requesting or soliciting the opportunity to officiate a contest from any coach, league or official thereof in the sports of Baseball, Basketball, Football, Soccer, Softball, Wrestling, or Volleyball, if those schools are in an area that employs an assigning secretary;
 - (9) Requesting or soliciting the opportunity to officiate a non-varsity contest from any coach, league or official thereof in a sport or policy board area that mandates the assignment of that level by an assigning secretary;

- (10) Becoming a member of more than one local association unless approved by the Commissioner;
- (11) Failing to properly notify school authorities or assigning secretary when unable to work a contest or failure to properly appear for a contest;
- (12) Knowingly officiating a contest in violation of KHSAA rules or mechanics or deviating from enforcement of National Federation Playing Rules other than those allowed by KHSAA adopted policies and experimental rules;
- (13) Failure to wear the proper officiating uniform;
- (14) Dishonesty in administration or completion of the Part 1 or Part 2 examination(s) or failure to complete the Part 2 exam if required; or
- (15) Lack of clinic attendance.

Sec. 12) APPEAL RIGHTS

- a) The Supervisor of Officials shall notify, in writing, any official or prospective official that their license is being denied or temporarily/permanently suspended.
 - (1) Any official or prospective official suspended or denied licensure may appeal the decision of the Supervisor of Officials to the Commissioner. In support of their appeal, the official or prospective official shall procure and submit a background check from the Department of the Kentucky State Police. The cost of this check shall be borne by the appellant. As a part of any appeal, the following shall be considered:
 - a. If suspension or denial of license is based upon the conviction of a felony, the Commissioner may restore or issue a license if more than five (5) years have passed since the completion of the sentence, parole, or probation that was issued in the matter (provided the offense was not classified as: a sex crime or criminal offense against a minor as defined in KRS 17.500; unlawful transaction with a minor as set forth in KRS 530.064 or KRS 530.065; or a crime that results in the individuals being listed as a violent offender as defined by KRS 17.165).
 - b. If suspension or denial of license is based upon any conviction of: sex crime or criminal offense against a minor as defined in KRS 17.500; unlawful transaction with a minor as set forth in KRS 530.064 or KRS 530.065; or a crime that results in the individuals being listed as a violent offender as defined by KRS 17.165, licensure will not be issued or reinstated unless such offense has been reversed by proper authority having jurisdiction over the matter.
 - (2) Any official or prospective official may appeal the Commissioner's decision to the Board of Control no earlier than the next regularly scheduled meeting.

Sec. 13) LICENSING PROCESS FOR NEW (PROSPECTIVE) OFFICIALS IN ALL SPORTS

- a) An applicant shall complete an application online using the KHSAA website, www.khsaa.org. All requested information must be on the form with specific emphasis on the following required items:
 - (1) Social Security Number
 - (2) Birth date
 - (3) Phone Numbers
 - (4) The applicant must indicate if already currently licensed in another sport.
 - (5) Applicant must indicate if currently or previously licensed in another state and must provide verification of those records from another state(s) to receive the reciprocal service credit.
- b) The application for a new (prospective) official license shall be received by April 15 of the licensing school year. All licensing fees paid between May 1 and April 15 shall only apply to that year's officiating record. All requirements, including completion of the Part 1 Exam, shall be completed no later than the last Friday in April. If licensing is canceled due to lack of fulfilling these requirements, the year shall not be credited, no refund shall be issued and the amount paid shall not be carried to a future year and the applicant must start the process anew if desiring to license in the future.
- c) After a properly completed application and fee are received by the KHSAA, prospective applicants shall be mailed the rules books for that sport, and shall be sent instructions for the Part 1 Examination based on the following anticipated schedule:

- (1) Applicants for fall sports (football, soccer, volleyball) receive the new materials late summer.
- (2) Applicants for winter sports (basketball, wrestling, swimming) shall not receive these new materials until mid-fall.
- (3) Spring sports applicants (baseball, softball, and track) shall not receive materials until approximately February 1.
- d) Applicants must then complete the Part 1 Examination using the online system. This is an open book examination which shall be completed by published deadlines. Licensing is not complete and the applicant is not eligible to officiate grades 9-12 contests until this examination has been completed and a score of at least 70 percent is attained. The Part 1 exam can be taken twice to obtain the required score, but cannot be repeated once a score of 70 is achieved.
- e) Examinations are processed on not less than a weekly basis. PLEASE ALLOW A MINIMUM OF FIVE BUSINESS DAYS FOR STAFF PERSONNEL TO RECORD AND REPORT RESULTS. If the examination has been passed, the official will receive instructions on printing an officials license and will be placed on an updated listing of officials on the KHSAA website, www.khsaa.org.
- f) Applicants failing to complete the required testing are not refunded fees and the prospective official will not be given credit for the year of service and would have to start the process anew if desired in a later year.

Sec. 14) REQUIREMENTS/DEADLINES FOR RE-LICENSING OFFICIALS IN ALL SPORTS

- a) During May of each year, all currently licensed officials shall be sent re-licensing information. Included in this information shall be an explanation of any licensing procedure changes, officiating and licensing fees, and the proper application for re-licensing.
- b) Prior to June 30 of the upcoming licensing year - Licensing and fee payment is required of ALL Previously Licensed Officials in ALL Sports for the coming school year. For sports and tournament levels requiring a Level 2 or Level 3 official, those sports officials shall have licensed no later than June 30 of the licensing year.
- c) Final Deadline (postmark) for licensing application and fee including applicable late fee is April 15 of the licensing school year. Items received after deadline dates will be returned and will not be processed and the prospective official will have to begin the new licensing process again during the following year's annual licensing period.
- d) Each completed re-licensing form processed after June 30 of the upcoming licensing year shall be assessed a late fee. It is the official's responsibility to contact the KHSAA office if address or contact information has changed as the official will be liable for late fees without waiver.
- e) Officials shall license in all sports with the same renewal form.
- f) Late licensing shall be allowed only with the payment of the full late licensing fee per licensing form.
- g) Upon completion of the re-licensing requirements, the KHSAA shall provide each official with instructions for printing an officiating license for the current year. This license shall be available for examination at any KHSAA contest event.
- h) Rules books for each re-licensed sport as well as other required publications shall also be mailed, according to availability and based primarily on the printing and shipping schedule of the National Federation.

Sec. 15) METHODS OF FEE PAYMENTS

- a) Personal checks will be accepted for renewal of licensing along with an additional fee for processing.
- b) There will be no extra fee for licensing via credit card (Visa, Mastercard, American Express or Discover).
- c) A handling charge shall be assessed on any check returned by the bank or declined credit card for any reason. An official shall be considered not licensed until all fees are paid.

Sec. 16) REQUIREMENT TO JOIN LOCAL OFFICIALS ASSOCIATION

- a) Each official (re-licensing and new (prospective) must join a local association if one is formed in sport (i.e. no local associations in track or swimming), and abide by the rules of that association.
- b) An official may be an active member of only one local association per sport unless otherwise approved by the Commission.

Sec. 17) CLASSIFICATION OF OFFICIALS

- a) Officials licensed with the Kentucky High School Athletic Association shall be classified as Level 1, Level 2, or Level 3. Requirements for these classifications are:

- (1) Level 1. An official shall be classified as Level 1 as soon as he or she has paid the annual licensing fee, and has attained a grade of at least 70 percent on the Part 1 Examination in that sport.
- (2) Level 2. An official shall be classified as Level 2 if he or she has been Level 1 with the KHSAA for at least one school year, has attended the required KHSAA rules clinic, has paid the annual licensing fee, and at such point in time as he or she attains a grade of at least eighty (80) percent on the Part 2 Examination in that sport for the school year in which the Level 2 rating is requested. After having received the Level 2 rating, the official shall continue to receive the rating each school year upon payment of the licensing fee and until all requirements for the Level 3 rating are met.
- (3) Level 3. When an official licenses for the sixth school year with the Association, he or she shall be classified as Level 3 if he or she has been previously classified as Level 2, has attended the KHSAA sponsored rules clinic, has paid the annual licensing fee for that sport, and at the point in time when he or she receives a grade of at least ninety (90) percent on the Part 2 Examination during the school year the Level 3 rating is requested. After having received the Level 3 rating, the official shall continue to receive the rating each school year upon payment of the annual licensing fee.

Sec. 18) RECIPROCITY OF OFFICIALS/MOVEMENT BETWEEN STATES

- a) Officials may desire to officiate in more than one state or may transfer into Kentucky after licensing in another state. If concurrent licensing is desired, it would be necessary to license in each state and fulfill all of the requirements of each state. Many states accept such items as test scores, clinic attendance, etc. from an officials' tenure in a previous state. Kentucky does not honor rules clinic attendance or transfer of licensing levels from other states.
- b) The KHSAA shall recognize years of officiating experience in other states while not licensed in Kentucky and Part 1 examination scores of an official transferring into Kentucky after having been licensed as a contest official in another state that conforms to the playing rules of the NFHS.

Sec. 19) RENEWAL OF LICENSE AFTER LAPSE

- a) An official who does not re-license at least one year may re-license by completing the necessary forms and submitting the required fees.
- b) Officials shall always maintain credit for prior years of licensing.
- c) An official attempting to license after at least one year without licensing shall not be subject to the late fee.

Sec. 20) NFOA MEMBERSHIP AND INSURANCE COVERAGE

- a) A portion of the annual KHSAA licensing fee for each official with the KHSAA shall be submitted to the National Federation for membership in the NFOA per the officials request.

- (1) A benefit of membership is the representation of the organization on the rules committees in the various sports, giving officials a voice in those changes. Various awards are given by the NFOA as well as discounted rates on rental cars, hotels, and other travel amenities.
- (2) This membership also provides an officials' supply catalog and other valuable information that helps officials. This membership also provides access to the Arbiter Central hub for the NFHS which allows for searchable rules books, case books, and other study material.

- b) As part of the administrative fee paid each year, each official also has insurance coverage. This provides insurance coverage for general liability, catastrophic medical, and includes coverage for directors and officers. For questions regarding insurance coverage under the program, please contact Bobbi Land at (859) 623-7684.

Sec. 21) CONFLICT OF INTEREST - GENERAL STATEMENT AND REQUIREMENTS TO AVOID CONFLICT

- a) An official shall not knowingly accept an assignment of a contest if any of the following, conditions exist:
 - (1) If there is a KHSAA Officials Association that makes

assignments through an assignment secretary and the assignment did not come through any authorized local association assignments procedure;

- (2) If any official assigned to the contest is not a member in good standing with the KHSAA;
 - (3) If the official or the official's spouse is employed by any school fielding a team involved in a contest;
 - (4) If the official is related by blood or marriage to a person: (parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc.) affiliated with a team or school involved in a contest;
 - (5) If the official or any person affiliated with a team involved in a contest are former or present teammates, roommates, classmates, business associates or close personal friends; or
 - (6) If the official or the official's spouse attended or worked at either school within the last 10 years.
- b) An official may accept assignment of a regular season contest or tournament only by fully informed written consent of the head coaches if any of the following condition exists:
- (1) If the official has a child in school in one of the involved schools, or a child who graduated from one of the schools within the previous five years.
 - (2) If any official assigned to the contest is not a member in good standing with the KHSAA;
 - (3) If the official or the official's spouse is employed by any school fielding a team involved in a contest;
 - (4) If the official is related by blood or marriage to a person (parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc.) affiliated with a team involved in a contest;
 - (5) If the official or any person affiliated with a team involved in a contest are former or present teammates, roommates, classmates, business associates or close personal friends; or
 - (6) If the official or the official's spouse attended or worked at either school within the last 10 years.
- c) An official shall advise the assigning secretary of all known conflicts of interest with schools normally served by the local association prior to any assignments for a season.
- d) In the event an Assigning Secretary does not know of a conflict in accordance with 1 and 2 above, an individual official shall notify the Assigning Secretary of all known conflicts upon receipt of the schedule and the official shall not accept an assignment without first insuring compliance with the provisions of this section.
- e) In the event a conflict with these provisions becomes known after acceptance of the contest, the official shall make such conflict known to the Assignment Secretary or assigning authority as soon as practical.
- (1) If the conflict is under 1 above, the official shall be removed from the contest or tournament without penalty.
 - (2) If the conflict is under 2 above, the Assignment Secretary, in accordance with local association policy, shall inform both coaches of the possible conflict and reassign the official in the absence of consent from both head coaches, without penalty to the official.
- f) It shall be a violation of the Officials' Code of Ethics for an official to work a contest in violation of these provisions and an official violating these provisions may be reprimanded, placed on probation, fined, suspended or terminated from membership.
- Sec. 22) MEMBERSHIP APPROVAL OF ASSIGNMENTS (SCRATCHES)**
- a) By virtue of the Federal decree, a member school shall have the privilege of scratching / red-lining a limited number of officials (scratches) that it does not desire to have as contractors on the athletic contests of that school.
 - b) The amount of scratches per school/coach is determined by the Regional Policy Board.
 - c) Scratches shall be made in the preseason, and may not be changed during the playing season or prior to postseason.
 - d) Scratches are valid for one-year and must be renewed annually to be honored.
 - e) Scratches properly submitted in a timely fashion shall be honored by the Assigning Secretary and the officials shall not be assigned to a home, away or neutral site contest in the sport during that

season.

- f) A member school of the KHSAA shall not take any action to prevent an athletic official from officiating a contest, including the use of a scratch because of the official's race, sex, religion or national origin, nor may a member school participate in a contest where such preventative action has been taken.

Sec. 23) ADVANCE CAMPS/CLINICS/TRAINING

- a) In many sports, local associations or other entities including the KHSAA may conduct advance specialized training efforts for the purpose of allowing officials to voluntarily receive concentrated instructions and training.
- b) The sports specific contact within the Association can advise the officials in a specific sport as to the availability, and any relevant requirements for attendance.

Sec. 24) RULES CLINICS

- a) Each year, the staff conducts or supervises the conducting of rules clinics in KHSAA sports, which deal primarily with rules changes.
- b) The planned clinic dates for the upcoming school year are in various publications and printed at www.khsaa.org.
- c) These dates may be superseded due to conflicts, and the most current list shall be posted on the KHSAA website.

Sec. 25) PART 2 EXAMINATION

- a) The Part 2 Examination is administered online by the Association in most sports, can only be taken online, and can be taken a maximum of two times.
- b) Officials choosing to take the exam may only do so during the scheduled dates.
- c) The test may not be given in advance or after the testing date. After this testing window, there will be no other opportunities to take the test.
- d) Officials shall receive a passing grade of at least 80% to be eligible for postseason if the Part 2 exam is required. Exceptions may be approved by the Commission.
- e) The test is not administered in the KHSAA offices.
- f) It is recommended that active officials take the Part 2 exam each year.

Sec. 26) REQUIREMENTS FOR ELIGIBILITY FOR POSTSEASON PLAY

- a) The minimum standards for all officials to officiate postseason contests shall be:
 - (1) Attend approved advanced training efforts (camps, clinics, meetings) to include rules and coverage of mechanics once every four years to be eligible for the four years following the training clinic provided such are offered or approved by the KHSAA. Such interval may be revised by the KHSAA staff liaison in a particular sport due to availability.
 - (2) Take Part 2 exam with passing grade of at least 80 during current year if it is offered. Exceptions may be approved by the Commission.
 - (3) Receive credit for annual KHSAA Rules Clinic or approved makeup clinic.
 - (4) Attend a minimum of four (4) local association meetings in a sport which has local associations. KHSAA Rules Clinics and Part 2 Examination meetings shall not count as one of these four meetings. Local associations may adopt policies addressing excused absences, but may not count non-officiating absences as properly attending.
 - (5) Be in good standing with local association rules as it relates to financial and reporting obligations. The KHSAA may waive this requirement if it is in the best interest of the assignment of officials within a particular sport.
 - (6) For sports and tournament levels requiring a Level 2 or Level 3 official, those sports officials shall have licensed no later than June 30 of the licensing year.
- b) To be eligible for postseason assignments, officials shall meet the following guidelines.
 - (1) Baseball
 - a. Umpires for all KHSAA sponsored championship competition shall be assigned by the Commission.
 - b. Only KHSAA Level 2 or Level 3 officials shall be used in the regional or state tournaments. Exceptions may be approved by the Commission.
 - c. Local associations may submit recommendations for postseason assignments to district, region and state

- tournament contests through the Assigning Secretary. The final selection shall be made by the Commission.
- d. A crew of two (2), three (3) or four (4) umpires shall be assigned to regular season play.
 - e. A crew of three (3) or four (4) umpires shall be assigned to all district tournament play.
 - f. A crew of four (4) umpires shall be assigned to all region and state tournament play.
 - g. Umpires desiring to be assigned to the Region and State Tournaments shall have within the preceding four years, attended the Baseball Advance Umpires Camp.
 - h. The Board of Control shall established fees for postseason play. In all tournament levels, one member of the crew of officials is to be paid a mileage allowance based on the mileage submitted to the manager by the association staff member in charge of the sport or his/her designee. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved by the Commissioner.
- (2) Basketball
- a. Officials for all KHSAA sponsored state championship competition shall be assigned by the Commission.
 - b. Only KHSAA Level 2 or Level 3 officials shall be used in the district, regional or state tournaments.
 - c. An official shall not officiate a district tournament in the district in which he or she resides. Exceptions shall be approved by the Commission.
 - d. Local associations may submit recommendations for postseason assignments to district, region, and state tournament contests through the Assigning Secretary. The final selection shall be made by the Commission.
 - e. Local associations, through the Assigning Secretary, are to have a rankings/ratings system approved by the Regional Policy Board that includes at least two opportunities for coaches to evaluate performance. The recommended intervals are pre-season, and mid-to-late season evaluations.
 - f. The resultant rankings of officials (final ranked list of scores) is public information. The individual ratings by coaches are NOT public and may not be disclosed under any circumstances.
 - g. A crew of three (3) officials shall be assigned to regular season and postseason varsity play.
 - h. To be eligible to officiate postseason in boys basketball, an official shall officiate at least eight (8) high school boys games, and eight (8) high school girls games.
 - i. To be eligible to officiate postseason in girls basketball, an official shall officiate at least eight (8) high school girls games.
 - j. Beginning with postseason play in 2018, officials desiring to be assigned to the Region and State Tournaments shall have within the preceding four years, attended the Basketball Advance Officials Camp.
 - k. The Board of Control has established fees for postseason play. In all tournament levels, one member of the crew of officials is to be paid a mileage allowance based on the mileage submitted to the manager by the association staff member in charge of the sport or his/her designee. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved by the Commissioner.
- (3) Fast Pitch Softball
- a. Umpires for all KHSAA sponsored championship competition shall be assigned by the Commission.
 - b. Only KHSAA Level 2 or Level 3 officials shall be used in the regional or state tournaments. Exceptions may be approved by the Commission.
 - c. Local associations may submit recommendations for postseason assignments to district, region and state tournament contests through the Assigning Secretary. The final selection shall be made by the Commission.
 - d. Umpires desiring to be assigned to the Region and State Tournaments shall have within the preceding four years, attended the Softball Advance Umpires Camp.
 - e. The Board of Control shall established fees for postseason
- play. In all tournament levels, one member of the crew of officials is to be paid a mileage allowance based on the mileage submitted to the manager by the association staff member in charge of the sport or his/her designee. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved by the Commissioner.
- (4) Football
- a. Officials for all KHSAA sponsored state championship competition shall be assigned by the Commission. Only KHSAA Level 2 or Level 3 officials shall be used in the final four rounds of the state football playoffs. Exceptions may be approved by the Commission.
 - b. Local associations may submit recommendations for postseason assignments to playoff contests. The final selection shall be made by the Commission through the Assigning Secretary.
 - c. A crew of five (5) officials shall be assigned to all varsity contests, regular season and postseason.
 - d. To be eligible to officiate postseason rounds three through five, an official shall officiate at least eight (8) varsity games at the position to be worked in postseason, with linesman and line judge being counted as the same position.
 - e. Assignments, by local association, will be made by the Commission for the first four-rounds of the playoffs, with the exception that the Commission will assign the championship crews as a unit to a third or fourth-round game.
 - f. To officiate in rounds 3 through 5, an official must work either round 1 or 2.
 - g. The Board of Control shall established fees for postseason play. In all tournament levels, one member of the crew of officials is to be paid a mileage allowance based on the mileage submitted to the manager by the association staff member in charge of the sport or his/her designee. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved by the Commissioner.
- (5) Soccer
- a. Officials for all KHSAA sponsored state championship competition shall be assigned by the Commission and shall be licensed by the Kentucky High School Athletic Association.
 - b. Only KHSAA Level 2 or Level 3 officials shall be used in the regional, semi-state or State Tournaments. Exceptions may be approved by the Commission.
 - c. Local associations may submit recommendations for postseason assignments to district, region, and state tournament contests through the Assigning Secretary. The final selection shall be made by the Commission.
 - d. A crew of three (3) officials shall be assigned to regular season and postseason play.
 - e. Officials desiring to be assigned to the Region and State Tournaments shall have within the preceding four years, attended the Soccer Officials Camp.
 - f. The Board of Control shall established fees for postseason play. In all tournament levels, one member of the crew of officials is to be paid a mileage allowance based on the mileage submitted to the manager by the association staff member in charge of the sport or his/her designee. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved by the Commissioner.
- (6) Track and Field/ Cross Country
- a. It is strongly recommended that a KHSAA licensed official (Track and Field), be present at each Cross Country and Track and Field meet that counts toward the limit of meets in accordance with Bylaw 23. In any meet where more than four (4) schools are entering teams or individuals, there shall be a KHSAA licensed Track official.
 - b. The local management of the postseason track and field, and cross country meets shall have the authority to hire and utilize all licensed officials necessary for properly conducting

the meets. Where possible, these managers are encouraged to utilize KHSAA licensed track officials. In Track and Field meets where more than four (4) teams are participating, a KHSAA licensed official shall be used.

- c. For the State Track and Field, and Cross Country meets, the Commission shall have the authority to hire and utilize all officials necessary for properly conducting the meets. Where possible, the Association shall utilize KHSAA licensed track officials for the state meets.
- d. Final approval for all selections to the meets shall be made by the Commission.
- e. It is strongly recommended that Track and Field officials hold dual certification with United States of America Track and Field (USATF).
- f. The Board of Control shall establish fees for postseason play. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved by the Commissioner.

(7) Volleyball

- a. Officials for all KHSAA sponsored state championship competition shall be assigned by the Commission and shall be licensed by the Kentucky High School Athletic Association.
- b. Only KHSAA Level 2 or Level 3 officials shall be used in the regional, sub-sectional, sectional, semi-state or State Tournaments. Exceptions may be approved by the Commission.
- c. Local associations may submit recommendations for postseason assignments to district, region, sectional and state tournament contests through the Assigning Secretary. The final selection shall be made by the Commission.
- d. Officials desiring to be assigned to the Region and State Tournaments shall have within the preceding four years, attended the Volleyball Officials Camp.
- e. The Board of Control shall establish fees for postseason play. In all tournament levels, one member of the crew of officials is to be paid a mileage allowance based on the mileage submitted to the manager by the association staff member in charge of the sport or his/her designee. Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved by the Commissioner.

(8) Wrestling

- a. Only officials licensed by the Kentucky High School Athletic Association may officiate in the regional or state meet. Only KHSAA Level 2 or Level 3 officials shall be used in the regional or State Tournaments. Exceptions may be approved by the Commission.
- b. The final selection shall be made by the Commission.
- c. It is strongly recommended that all Wrestling officials belong to the Kentucky Wrestling Officials Association.
- d. Local associations may submit recommendations for postseason assignments to region and state tournament contests. The final selection shall be made by the Commission.

Sec. 27) ACCEPTANCE OF ASSIGNMENTS

- a) An official shall accept assignments in the time and manner prescribed by the appropriate Assigning Secretary.
- b) Failure to work an accepted contest, unless providentially prevented from doing so, may be cause for a one-year suspension in that sport.

Sec. 28) PAYMENT OF CONTEST OFFICIALS

- a) Where permissible, the officials for a given KHSAA athletic contest are to be paid upon arrival at the venue. This is preferred to paying in a public setting such as at the playing site itself (on the field or court).
- b) It is recognized that many schools are not allowed to pay independent contractors for service until after the service has been performed. In those cases, the preferred payment method is postgame, but NOT by a member of the coaching staff or other non-administrative individuals.
- c) If schools are in a situation where payment cannot be made at the game site, it shall be made within seven (7) days to the contest official.

- d) In many cases, schools require the submission of the social security number by game officials prior to payment. If such is required, the request shall be made to the game officials on approved Board of Education supplied forms, and the handling of this information shall only be by adult school representatives who are employees at the school who shall be, liable for the inadvertent release of information.

- e) The KHSAA does not release social security numbers on its contest officials.

- f) If a crew of officials works more than one contest at the same site, on the same day, the home school is not obligated to pay above the state standard fee for the second or subsequent contest(s).

Sec. 29) ARBITERSPORTS.COM USAGE

- a) The KHSAA contracts with the Advanced Business Technology (ABT) to allow the usage of the website www.arbitersports.com for the assignment of all contests.
- b) It shall be a criterion for being a licensed official that the official shall release information from the KHSAA to this company and that as directed by the Assigning Secretary, the official shall fully utilize the services of this company.

Sec. 30) OFFICIALS FAIL TO ARRIVE

- a) In the event a contracted official fails to arrive for a scheduled contest, the Assigning Secretary may have those officials who are present:

- (1) officiate the contest with less than the usual number of officials. The available crew size shall be compliant with NFHS playing rules. (For example, a non-varsity football game shall have not less than 3 officials as that is the minimum acceptable crew size). The contest official(s) who do officiate the contest are entitled only to the compensation for themselves, no additional fee is due;
- (2) replace the absent official with a properly and currently licensed local official; or
- (3) cooperate with the involved teams to postpone / reschedule the contest.

Sec. 31) FACILITY / GROUNDS FIT TO PLAY

- a) The Referee (Lead Official / Crew Chief) is to judge, in accordance with the sport's playing rules, as to whether contest site is fit for play. He or she has the authority to cancel a contest due to unfit grounds / facilities, within the scope of those playing rules, or direct corrective action be taken prior to the event.
- b) If contests are canceled for this reason, the Association shall be notified through the assigning secretary.

Sec. 32) CANCELLATION OR POSTPONEMENT OF CONTESTS

- a) It is the duty of the home school to properly notify the contest officials in case of cancellation or postponement of the athletic contest.
- b) If a contest is canceled and the officials were notified prior to departure, there is no financial liability on the part of the school.
- c) If a contest is canceled prior to the officials leaving home and the officials are not notified, the home school is responsible for the payment of a full game fee plus the local policy board travel allowance.
- d) If a contest is canceled due to circumstances that occur after the officials have left home but prior to the start of the contest, the home school is responsible for the payment of the local policy board travel allowance fee to the crew of officials, plus a fee of 1/5 of the KHSAA established contest fee to each official.
- e) If a contest is postponed after the start of the contest due to inclement weather, the officials originally assigned to the contest shall make every effort to be available for the completion date. The member schools shall not be liable for an additional contest fee for the officials to work the re-scheduled contest, but shall be liable for an additional travel expense (mileage) fee. Each local officials' association is to implement a policy for the remuneration of officials working a re-scheduled contest who were not originally assigned to the contest.

Sec. 33) IDENTIFICATION REQUIREMENT

- a) It is important that prior to each contest, the Assigning Secretary and member schools verify that officials are licensed by the KHSAA. The official's responsibility in this situation is to present the current identification card to the host school Athletic Director before the contest.

- b) Under no condition shall an Assigning Secretary assign an official who is not properly licensed by the KHSAA to a freshmen, junior varsity or varsity high school athletic contest.
- c) It is the responsibility of the member school to verify that each official is licensed.
- d) It is also possible to verify licensing via the KHSAA website, www.khsaa.org.

Sec. 34) MAINTAINING RECORDS

- a) Each official and prospective official is required to establish a secure login to the KHSAA website. The portal for this login is located at www.khsaa.org.
- b) The login is done by entering the email address of the official, and a password established by the official.
- c) The KHSAA does not maintain password lists and cannot offer assistance in retrieving passwords. However the password may be reset by the official at any time.
- d) Much of the information needed by officials (test scores, re-licensing forms, clinic attendance registry, detailed address and phone listings for officials, etc.) is only available through the secure login site.
- e) It is each official's responsibility to notify the KHSAA office immediately with any address changes. There will be no waiver of any late fees or obligations of an official due to mail or parcels not arriving due to incorrect address information (electronic or regular mail).

Sec. 35) DISQUALIFICATIONS - REPORTS (ONLINE ONLY)

- a) It is the responsibility of the ejecting contest official to report immediately (within 24 hours) in writing any unsportsmanlike conduct or other action on the part of the coaches, players, school administrators, spectators or any other type of incident that results in the ejection of a coach, player, administrator, or spectator from a contest.
- b) Disqualifications are to be reported online via the KHSAA website, www.khsaa.org. Submission in this manner automatically forwards the report to both schools and to the Association.
- c) The official must report the name and school of the offender with the report, and will be penalized for failure to properly complete this important administrative step.
- d) Officials reporting disqualifications should keep the reports direct and to the point, reporting the facts as they occurred. Officials are to refrain from opinions and editorial comments about prospective penalties.
- e) It is also the duty of each official to report any unusual incident which may or may not have led to unsportsmanlike ejection, but of which the knowledge is critical to the KHSAA in administering the sports program.

Sec. 36) EVALUATION OF OFFICIALS

- a) Coaches' ratings shall be gathered and compiled by assigning secretaries in all sports.
- b) A ratings system shall be developed by each assigning secretary and approved by the Regional Policy Board. The system should include both coach evaluations and the utilization of trained observers.
- c) The final results of any system shall be a guideline but not the final determinant in postseason assignments by the Commission.
- d) Assigning Secretaries in each sport shall annually evaluate all varsity officials in contest type environments within their local officials association.

Sec. 37) PROVIDENCE

Officials are to take action according to the playing rules in cases of "Acts of God", or Providence.

Sec. 38) SEVERE WEATHER / HEAT ILLNESS POLICY FOR ACTIONS BY OFFICIALS AT OUTDOOR SPORTS

- a) The Referee (Lead Official / Crew Chief) shall stop play in a contest or scrimmage at the first sound of lightning or thunder at the site and ensure adherence to the KHSAA Sports Medicine Policy on Lightning and Thunder as published in the Board of Control Policies and on the KHSAA web site.
- b) If severe weather is of great length or intensity, the Referee (Lead Official / Crew Chief) shall work cooperatively with home contest administration on decisions related to the resumption of play. Contest officials are encouraged to learn the weather forecast prior to contest time and to work cooperatively with

home contest administration prior to making weather-related decisions. Safety of the public and participants is the most important factor in any decision of this type.

- c) The Referee (Lead Official / Crew Chief) shall work cooperatively with home contest administration on decisions related to the KMA Heat Illness Plan. Final authority for this decision rests within home contest administration.

Sec. 39) KHSAA PUBLICATIONS / SUPPLIES

- a) Each official is entitled to the rule book for each sport in which they are currently licensed.
- b) If a separate Case Book is printed for a sport, it shall be provided to each official.
- c) Additional materials for each sport, at the discretion of the Commission, may also be distributed.
- d) Additional copies of the KHSAA Handbook are available, as well as rules books, selected officiating equipment and other publications. Go to the KHSAA website for a complete listing and the current pricing structure.

Sec. 40) PLAYING RULES AND QUESTIONNAIRES

- a) The playing rules that govern interscholastic competition in Kentucky are formulated by the National Federation of State High School Associations (NFHS) for the sports of baseball, basketball cross country, football, soccer, softball, swimming and diving, track and field, volleyball and wrestling. In these sports, the member schools and KHSAA officials are required to utilize only this set of rules.
- b) The playing rules that govern interscholastic competition in Kentucky are formulated by the NFHS for the sport activity of competitive cheer. The member schools and KHSAA officials are required to utilize only this set of rules.
- c) The playing rules that govern interscholastic competition in Kentucky are formulated by other approved outside entities for the sports of golf and tennis, and the sport activities of Archery, Bass Fishing and Bowling. In these sport activities, the member schools and KHSAA officials are required to utilize only this adopted set of rules.
- d) Persons who are involved at the interscholastic level and are directly responsible to secondary schools write NFHS rules for the high school level of competition. According to NFHS policy, the KHSAA would forfeit its opportunity to appoint representatives to the NFHS rules committees if this Association were to make exceptions to, or modifications of, NFHS rules for varsity competition on a statewide basis.
- e) While members of the Association, the Association staff and the contest officials may not agree with every decision made by the rules committees, it is the NFHS policy to acknowledge and utilize our persons who have committee input, and respond to questionnaires when asked. Officials who wish to voice a concern or offer a recommendation to a specific sport committee may do so by writing to the appropriate member of the KHSAA Staff. Playing rules questions are more appropriately addressed to the rules interpreter for that particular sport.
- f) At press time, rules interpreters are - Michael Barren (Soccer, Wrestling, Tennis and Archery), Darren Bilberry (Golf, Swimming, Softball and Bass Fishing); Butch Cope (Volleyball, Baseball and Competitive Cheer); Angela Passafiume (Track/Cross Country, Basketball, and Bowling); Julian Tackett (Football).

Sec. 41) SOCIAL MEDIA, OFFICIATING AND ELECTRONIC CODE OF ETHICS

- a) With the increased use of social networking through the internet and via cell phone, it is important for officials to understand the importance of maintaining an ethical approach while participating in various forums, chat rooms, and all forms of social media.
- b) Violations of this policy will be considered conduct "unbecoming" an official and subject a licensed official to licensure suspension.
- c) To malign or openly criticize another official in any form of electronic communication is considered not only unprofessional, but also undermines sports officiating in general.
- d) It is also unprofessional for officials to offer rules clarifications or interpretations through these medium without the expressed directive from the appropriate state high school association.

- e) Licensed officials have to be very careful with the use of social media. In many cases, closed discussion and understanding is important to consistency and rules enforcement. The line is crossed when an official states, "The call should have been", or "The rule should have been interpreted as", for those are statements that should only be made by those officially designated by the NFHS or state offices to make such interpretations. Internal discussion is likely a very good thing if the audience can be securely limited. A moderator or discussion leader can then say "we have had enough debate, we will get a clarification and post it online when we get it". That's the advantage of closed forums.
- f) The KHSAA advocates and applies the recommended policy statement of the National Association of Sports Officials that states-
- g) Social networking sites can be wonderful communications tools. But there can be unintended consequences if they are used improperly. Because of their unique standing, officials need to be particularly careful when using those sites. Here are some reminders and guidelines:
 - (1) DO be aware that posts on social media are visible to the general public. Even if you limit access to your page to friends, it is likely that your post will be viewed by someone beyond the circle of people you intended to see it.
 - (2) DO find out your association or league expectations regarding social media. Your association may not have hard and fast rules, but find out if it has an unofficial policy.
 - (3) DO think twice before you post. If there is anything in your post that could be construed as a criticism of officials, of officials' decisions, or of schools, coaches or athletes...it's better left unsent.
 - (4) DO assume that your post will be seen by the two teams you will see in your next game and the teams you worked in your previous game as well as your partner(s) in those games.
 - (5) DON'T post anything relating to the schools you have worked or will work. It calls your objectivity into question.
 - (6) DON'T include anything in a post that makes reference to an upcoming assignment. If teams want to find out who is going to be working their game, they should do so through official channels, not your tweet.
 - (7) DON'T post details about other people's assignments, to playoff games for instance, until that information has been officially released. Don't use your page as a news service.
 - (8) DON'T use social media to criticize state or local association policies, assigning practices, etc.
 - (9) DON'T make posts regarding calls made by officials in other games, whatever the level. You and your buddies might debate the call you saw on TV, but debating the call on Facebook, Twitter or other forums and social media is a no-no.
- h) Accountability and integrity should always be our guiding principles. Jeopardizing your impartiality or professionalism should never be a part of your actions or posts. It is my hope this information will help you with your decisions and involvement with social media.
- i) It is important for sports officials to realize that it is considered very unprofessional to carry a cell phone on the field or court, regardless of the reason. Officials are encouraged to refrain from the use of these types of electronic devices for any communication while the official has NFHS rules book jurisdiction, including texting or other forms of messaging or communication except in the case of an emergency.

OTHER BOARD OF CONTROL ADOPTED POLICIES

Many decisions are made that are only recorded in the minutes of the Board of Control meetings although they establish precedent to guide the Commissioner in execution of the duties of that office. The following represent some of those items that all KHSAA constituencies are to be aware of:

CATASTROPHIC INSURANCE COVERAGE

Sec. 1) CATASTROPHIC INSURANCE

- a) The Kentucky High School Athletic Association shall maintain, at no additional cost to the member schools, catastrophic insurance coverage for all participants in interscholastic athletics while traveling to or from, practicing for, or participating in, an athletic contest sanctioned by the KHSAA during the period governed and defined by Bylaw 23.
- b) The policy is to be administered by a Kentucky based broker. The policy is only in effect during the defined Limitation of Seasons (Bylaw 23) and only during permissible activity.
- c) The policy carries a \$25,000 deductible for regular season contests, and is considered "excess" insurance, which does not take force until all other existing sources of insurance by the participants' family and school have been exhausted.
- d) This coverage specifies that student-athletes are insured while representing a member school during the prescribed Limitation of Seasons and in compliance with all adopted KHSAA policies in the sports of baseball, basketball, cross country, football, golf, soccer, softball (fast pitch), swimming, tennis, track and field (including Decathlon / Heptathlon / Pentathlon), volleyball and wrestling and the sport activities of archery, bass fishing, bowling and competitive cheer.
- e) The specifics about policy limitations and allowances shall be posted on the KHSAA web site.

Sec. 2) SPORTS AND SPORT-ACTIVITIES COVERED AND NOT COVERED

- a) At the present time, this policy shall cover -
 - (1) Those students participating in all sports during the time defined by Bylaw 23 for which the KHSAA sponsors a state high school championship,
 - (2) Those students participating in all sports-activity programs for which the KHSAA sponsors a championship during the time as designated by the Board of Control including through the conducting of a state high school championship,
 - (3) Competitive cheer competitions during which the competition is conducted within the limitations of the National Federation Spirit Rules and the restrictions of Bylaw 23, and
 - (4) The preseason activity under the direct supervision of the high school coaches in football on or after July 15, provided that activity is on campus, non-contact, non-interscholastic with no equipment is worn with the exception of a helmet and a contact practice (full pads) has not yet been conducted.

Sec. 3) INSURANCE COVERAGE BELOW THE CATASTROPHE DEDUCTIBLE

- a) According to Bylaw 12, a school shall ensure that all of its student athletes are insured up to the deductible amount of the KHSAA Catastrophe policy before participation.
- b) The Board of Control and staff shall continue to study alternative methods of reducing insurance costs for the KHSAA and the cost of member schools providing this coverage for students.

POLICY ON DISTRIBUTION OF TICKETS TO KHSAA EVENTS

Sec. 1) TICKETS - BASKETBALL (BOYS AND GIRLS)

- a) Board of Control / Staff. Each current Board of Control member and currently employed KHSAA staff member shall receive two (2) complimentary tickets to each tournament. Each person shall sign a statement upon receipt of the tickets that they are for personal use and will not be sold. The Board of Control and staff also have the option of purchasing two seats adjacent to the complimentary tickets, and additional seats in a more desirable location in the arena. Any tickets other than the complimentary tickets shall be purchased for full face value.
- b) Complimentary Tickets. The Board of Control authorizes the Commissioner to issue a maximum of 425 complimentary sets of

tickets to the Boys' and Girls' Tournaments, to be distributed in a manner decided by the Commissioner. Included in this allotment would be the tickets listed above for the Board of Control and staff and other complimentary tickets deemed in the best interest of the Association. Specifically approved are a maximum of forty (40) tickets to be used in exchange sponsorships with automobile dealers in exchange for furnishing the association automobiles (eight (8) per automobile), and two (2) tickets upon request for any former member of the Board of Control or staff member who retires following service to the Association office as a full-time employee. The Commissioner shall designate a section of seating to accommodate not more than two (2) seats per former Board of Control or retired full-time staff member.

- c) Priority Sales for Schools. Priority location tickets shall be sold to member school principals (limit 4), and member school superintendents (limit 2), for full face value for the entire tournament. These seats shall be located in the most desirable sections of the lower / side arena if requested by the published deadline. All requests for priority seats received after the published deadline shall lose seating priority.

Sec. 2) TICKETS - FOOTBALL

- a) Complimentary Tickets. The Board of Control authorizes the Commissioner to issue a maximum of 400 passes to all championship games to be distributed in a manner decided by the Commissioner in the best interests of the Association. Included in this allotment would be Board of Control members and staff members and any corporate exchange agreements.
- b) The Commissioner shall designate a section of seating to accommodate not more than two (2) seats per former Board of Control or retired full-time staff member.

Sec. 3) TICKETS - BASEBALL

- a) Complimentary Tickets. The Board of Control authorizes the Commissioner to issue a maximum of 400 passes to all championship games to be distributed in a manner decided by the Commissioner in the best interests of the Association. Included in this allotment would be Board of Control members and staff members and any corporate exchange agreements.
- b) The Commissioner shall designate a section of seating to accommodate not more than two (2) seats per former Board of Control or retired full-time staff member.

Sec. 4) TICKET PRICES AND POLICIES ON OTHER SPORTS

- a) Ticket prices in all sports are reviewed annually by staff and reported to the Board of Control.
- b) The Board of Control authorizes the Commissioner to enter into special agreements to sell reduced price admission in an effort to promote the tournament.
- c) All other tickets shall be sold at the full face value based on the published prices.

LEGAL ASSISTANCE AND CONTINUATION OF LITIGATION

Sec. 1) RETENTION OF COUNSEL

- a) The Board of Control may authorize the employment of a staff attorney and establish the salary, benefits and other details of the position.
- b) If a staff attorney is authorized by the Board, the person shall be employed by the Commissioner pursuant to 702 KAR 7:065, Sections 8 and 9 and the KHSAA Constitution.
- c) The Commissioner, with approval of the Board of Control shall have the authority to engage an outside legal firm(s) in defense of Association rules and for consultation.

Sec. 2) CONTINUANCE OF LITIGATION

- a) Any case proceeding past the Kentucky Court of Appeals would require additional Board of Control approval to proceed.

FUND RAISING POLICY

Sec. 1) FUND RAISING PROJECT

- a) The Association, through the Board of Control, may approve fund raising projects not included in the operating budget of the Association.
- b) Any new fund raising project shall be projected to receive no revenue for the first year to eliminate any budgetary dependence on the item.

CORPORATE PARTNERSHIPS / SPONSORSHIPS

Sec. 1) CORPORATE SALES

- a) The Association actively seeks Corporate Partnership / Sponsorship for its activities to help with the funding of the Association's operations.
- b) All new contracts for Corporate Partners are to be approved by the Board of Control.
- c) The Board shall receive sales and status reports not less than three times annually from the staff and any retained outside sales consultants.

RESTRICTIONS ON ADVERTISING/SPONSORSHIP SALES

Sec. 1) ADVERTISING OR SPONSORSHIP PARTNERS/VENDORS RESTRICTIONS

- a) Advertising that shall be false, misleading, deceptive, offensive or in poor taste shall be subject to rejection and/or a requirement that it be edited.
- b) All advertisements must comply with the applicable laws, rules and regulations of the countries or territories covered by the applicable transmission/broadcast.

Sec. 2) PROHIBITED ADVERTISING OR SPONSORSHIP PARTNERS/VENDORS

- a) Without limiting the generality of the provisions, certain categories of advertisements will not be accepted without the prior consent of the Board of Control.
- b) These prohibited categories include the following:
 - (1) Advocacy Advertisements. An advocacy advertisement is any advertisement that advocates a political, religious or controversial public position;
 - (2) Cigarettes or Tobacco Advertisements, or advertising for entities whose primary sales focus is on cigarettes;
 - (3) Betting or Gambling Advertisements;
 - (4) Firearms Advertisements;
 - (5) 900 Phone Number Advertisements;
 - (6) Contraceptive Advertisements;
 - (7) Tattoo Parlor and Body Piercing Advertisements;
 - (8) "NC-17" Rated Movie Advertisements;
 - (9) Adult Entertainment Advertisements;
 - (10) "R" Rated Movie Advertisements;
 - (11) "M" Rated Electronic (computer or video) Games Advertisements;
 - (12) Hard Liquor Advertisements, or advertising for entities whose primary sales focus is on alcohol products;
 - (13) Beer, Wine, or other Alcoholic Beverage Advertisements, or advertising for entities whose primary sales focus is on alcohol products;
 - (14) "High Risk" Investments (e.g., commodities, options, foreign exchange) Advertisements;
 - (15) "High Risk" Business Opportunities (e.g., "get rich quick" schemes and business opportunities) Advertisements; and
 - (16) "High Risk" Health Offerings.

DEADLINE FOR ENTERING CHAMPIONSHIPS

Sec. 1) DEADLINE FOR ENTRY INTO KHSAA COMPETITION

- a) The deadline to enter a team in sports or sport-activity competition is:
 - (1) August 1 for fall sports and sport-activities;
 - (2) November 1 for winter sports and sport-activities; and
 - (3) March 1 for spring sports and sport-activities.

REQUIRED ATTENDANCE BY PRINCIPALS AT MEETINGS

Sec. 1) REQUIRED EDUCATION OF MEMBER SCHOOL PRINCIPALS

- a) The Commissioner shall ensure that each member school Principal attends on an annual basis, at least one meeting to ensure an understanding of KHSAA Rules, Regulations, Policies and Procedures.
- b) This meeting (in compliance with Bylaw 1) shall be attended by the Principal. In the absence of the Principal, the Superintendent may designate an individual holding a Principal's Certification to attend the meeting and be compliant with the requirement.

- c) KHSAA staff shall ensure that all Effective Leadership and Professional Development Credit is sought for attendees at these meetings.
- d) Schools failing to send a representative may be suspended from membership in the Association or otherwise penalized in accordance with KHSAA Bylaw 27. (May, 2006 following consideration by Current Issues Review Committee)

POLICY ON ALCOHOL AND TOBACCO

Sec. 1) RESTRICTIONS ON SALES/DISTRIBUTION

- a) No alcohol is to be sold at any KHSAA state tournament venue (including district, region, section, subsection and state) that is leased or provided to the KHSAA for the purpose of conducting a state championship while such championship is being conducted.
- b) The Board of Control recommends that member schools make all school property, vehicles used by participants, and all contest and practice sites "alcohol-free zones".
- c) The Association, and any of its agents acting on behalf of the Association, shall not accept free or paid advertising in any form from any manufacturer of tobacco or alcoholic beverages, or entity whose primary sales focus is on the sale of these products.

COACHING EDUCATION COURSE

Sec. 1) APPROVED COURSES

- a) The NFHS online Coaching Education course shall be the unit of study approved for Bylaw 25 compliance.
- b) The KHSAA will recognize and give credit for the Coaching Education requirement to those individuals holding credentials issued through the American Sports Education Coaching Principles Course prior to the adoption of the NFHS online course, and to those who seek a coaching position with these credentials already completed.
- c) The KHSAA will recognize and give credit for the Coaching Education requirement to those individuals holding credentials issued using the blended version of the NFHS Course (part in-person, part online).

OTHER BOARD OF CONTROL ADOPTED POLICIES

The Board of Control has made several position statements to clarify the official stance of the Association on a specific matter, and how those provisions are to be applied including which awards shall be officially sponsored by the Association.

POLICY STATEMENT ON PARTICIPATION IN BOYS AND GIRLS BASKETBALL AND TEAM SPONSORSHIP

Any secondary school which maintains a basketball team for boys for other than intramural purposes, shall maintain the same program for girls. (KRS 157.350 (5))

POLICY STATEMENT REGARDING THE REQUIREMENTS FOR PARAPROFESSIONAL COACHES

A nonfaculty coach or nonfaculty assistant shall be at least twenty-one (21) years of age, shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 which is classified as a felony, and shall submit to a criminal record check under KRS 160.380. (KRS 161.185 (s))

POLICY STATEMENT ON ALL-STAR GAME PARTICIPATION BY SENIORS

Seniors shall be considered to be under the jurisdiction of the appropriate collegiate governing body (NCAA, NAIA or NJCAA) following the completion of athletic eligibility in football and basketball as it pertains to All Star Games in those sports, and not subject to penalty for participation during school year. (Bylaw 9 interpretation, October, 1985 meeting.)

POLICY STATEMENT ON APPLICABILITY OF REGULATIONS TO NINTH-GRADE STUDENTS

Student eligibility rules apply to all students enrolled in grades nine through twelve no matter where enrolled (in the event of being enrolled at a feeder school under the same Board of Education). (November, 1983 meeting)

POLICY STATEMENT ON ANONYMOUS CALLS AND LETTERS

Bylaw 21 requires all material submitted regarding the KHSAA for protests and reporting of violations to be in writing. If those reports are anonymous, the letters shall be forwarded by the Commissioner's office to the school administrator of the school in question, with no further action taken by the KHSAA unless that administrator reports a violation or further substantiated and signed information is received. Anonymous callers shall be informed that the KHSAA staff has no authority to act on anonymous calls.

POLICY STATEMENT ON ACCEPTING CALLS FROM MEMBER SCHOOLS AND THE GENERAL PUBLIC

The KHSAA staff prioritizes calls from the member school representatives. The KHSAA staff receives hundreds of phone calls and electronic mail messages each week from member schools. Because the KHSAA exists to serve the member schools, responding to their inquiries is the top priority. The large volume of calls from parents and students has dramatically affected our ability to serve the member schools. School administrators shall remain the first and preferred contact resource for parents and students. The KHSAA shall refer calls from parents or students to the appropriate school personnel, and ask that the administrator contact the KHSAA if there is a need for a specific answer or rules clarification.

POLICY STATEMENT ON SCHOOL NICKNAMES

(Adopted by Kentucky Board of Education, 2007)

The Board of Control has no prohibition on specific nicknames or mascots, but has adopted the Kentucky Board of Education resolution stating a formal position as approved February 8, 2007.

WHEREAS, the Kentucky Board of Education believes in the worth and dignity of all peoples,

WHEREAS, schools and school districts should set an example and provide leadership in their communicates in supporting and furthering human rights,

WHEREAS, schools should be places where all students feel welcomed,

WHEREAS, mascots, nicknames and other school symbols should represent the highest ideals of human dignity and help all students feel welcome and included in the life of the school,

NOW, THEREFORE, be it resolved that the Kentucky Board of Education urges all schools to review the appropriateness of their symbols and mascots and recommends that all schools and school districts abandon the use of symbols and mascots that are offensive to any group of people.

REAFFIRMED AT THE KENTUCKY BOARD OF EDUCATION MEETING, in the city of Frankfort, this eighth day of February, in the year Two Thousand and Seven.

Keith Travis, Chair, Kentucky Board of Education

Kevin M. Noland, Interim Commissioner, Kentucky Department of Education (Feb. 8, 2007)

POLICY STATEMENT ON SECURITY PRACTICES FOR CONTESTS

While many schools have measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this area. The National Federation and the Kentucky High School Athletic Association have made a strong effort in reminding all state associations and member schools of the importance of member schools understanding of the necessity for adequate security. Crowd control has become a major emphasis across the nation and though many schools have provisions in place, it is important to take every precaution to protect the athletes, fans and general public at contests. While acknowledging the expense of security, it is noted that this shall be an integral part of your athletic planning process.

POLICY STATEMENT ON ETHNIC AND CULTURAL DIVERSITY & SEXUAL HARASSMENT

The KHSAA recognizes the cultural diversity of its member school athletes, coaches, fans and spectators. The Board of Control encourages each of its member schools to educate its participants and all parties involved in the sports program as to the need for a united approach to solving problems. Prejudice on the basis of sex, creed or ethnic origin cannot be tolerated. The KHSAA encourages each of its schools to unite in this effort. The KHSAA has no tolerance for sexual harassment or discrimination based on gender. If those acts are discovered during the course of normal operations, all information shall be forwarded to the proper authorities.

AWARDS GIVEN BY OR ON BEHALF OF THE ASSOCIATION

BOARD OF CONTROL RECOGNITION

Individual awards of appreciation are presented to each member of the Board of Control as they complete their term on the Board of Control and upon the completion of a term as President of the Board of Control.

KHSAA CITATION AWARD

This award may be presented to individuals selected for distinguished service and dedication to high school athletics. A listing of past winners shall be maintained at the KHSAA offices and on the KHSAA web site.

GAME GUY / GAL AWARD

Since 1949, the KHSAA has presented an award (trophy) to the individual athlete (boy or girl) who has overcome a handicap to participate in interscholastic athletics. Nominations are to be received in the KHSAA office by April 1 and the Commissioner and the Association staff make the selection.

Ted Sanford Award

This award is sponsored by the Louisville Courier-Journal, and is selected by a committee at the Boys' State Basketball Tournament. The award is given to the participant in the Boys' State Basketball Tournament who excels in four areas; basketball ability, sportsmanship, academic accomplishments, and citizenship.

J. B. MANSFIELD AWARD

This award is sponsored by the Louisville Courier-Journal, and is selected by a committee at the Girls' State Basketball Tournament. The award is given to the participant in the Girls' State Basketball Tournament who excels in four areas; basketball ability, sportsmanship, academic accomplishments, and citizenship.

SWEET SIXTEEN® ACADEMIC SCHOLARSHIP AWARDS (BOYS AND GIRLS)

The first academic scholarship awards were given at the 1985 tournament. That year, one scholarship in the amount of \$1,000.00 was presented at both the boys' and girls' tournament. Since that time scholarships have been given to worthy participants from a variety of sources including the Dawahares clothing stores, primary sponsors of the Dawahares / Kentucky High School Athletic Association Hall of Fame, and many other KHSAA Corporate Partners. Each participating school is requested to submit the grade point average, list of activities and community involvement on each of its nominated participants. The Commissioner and members of the staff select the recipients.

ACADEMIC ALL-STATE PROGRAM

Initiated in 1985, the KHSAA annually awards to students in the state of Kentucky "Academic All-State" recognition in conjunction with a corporate partner. The awards, in the form of certificates, are presented to students who have maintained a minimum cumulative grade point average of 3.25 on a four-point scale. Those students are awarded "Honorable Mention" recognition. Students maintaining a 3.75 cumulative average on a four-point scale are designated "First Team". The awards are based on cumulative grade point averages from the time of enrollment in ninth grade, are given only to varsity participants, and only to participants who are enrolled in grades nine through twelve. Insight has been the corporate sponsor of the program since 2005.

FORCHT BANK/KENTUCKY NATIONAL INSURANCE / KHSAA CITIZENSHIP / SPORTSMANSHIP SCHOLARSHIP PROGRAM

Initiated in 1997, the KHSAA honors one boy and girl from each region for their citizenship/sportsmanship as demonstrated through their participation in athletics. Each member school selects a winner at the school level. The school winners advance to the regional level and are judged by a panel of local school administrators. The regional winners are eligible for a statewide honor by submitting an essay on the importance of sportsmanship in athletics. A state-level panel judges the essays. In the spring of each year, regional winners are honored with a banquet and receive a plaque for their achievements. Thanks to Wallace's Bookstores, the program sponsor from 1997 to 1999, First Southern National Bank the sponsor for 2000-2003, and the Forcht Group (formerly First Corbin Financial) since 2004, the statewide boy and girl winner receive a partial college scholarship. The entire program is completely underwritten, thanks to various KHSAA corporate partners.

FORCHT BANK/KENTUCKY NATIONAL INSURANCE / KHSAA CHAMPIONSHIP PARTICIPANT RECOGNITION PROGRAM

The KHSAA honors an athlete competing in each KHSAA championship in recognition of outstanding effort and being an example for others. The Forcht Group underwrites this worthwhile awards program and assists, when available, with the presentation.

PNC FOUNDATION / KHSAA SCHOLARSHIP PROGRAM

Through its corporate sponsorship, the PNC Foundation awards 32 scholarships, one boy and one girl from each basketball region, based on academic achievement.

LEACHMAN BUICK / GMC / KHSAA SCHOLARSHIP PROGRAM

Through its corporate sponsorship as the title sponsor for boys' and girls' golf, Leachman Buick / GMC awards scholarships at each event based on academic achievement.

PANNELL / KHSAA SWIMMING SCHOLARSHIP PROGRAM

Through its corporate sponsorship as the title sponsor for the State Swimming and Diving Meet, Pannell Swim Shop awards scholarships based on academic achievement.

RUSSELL ATHLETIC / KHSAA FOOTBALL SCHOLARSHIP PROGRAM

Through its corporate sponsorship as the title sponsor for the State Football championships, Russel Athletic awards scholarships based on academic achievement.

RAWLINGS / KHSAA SOFTBALL SCHOLARSHIP PROGRAM

Through its corporate sponsorship as the title sponsor for the State Softball Tournament, Rawlings awards scholarships based on academic achievement.

KENTUCKY NATIONAL INSURANCE / KHSAA BASEBALL SCHOLARSHIP PROGRAM

Through its corporate sponsorship as the title sponsor for the State Baseball Tournament, Kentucky National Insurance awards scholarships based on academic achievement.

F



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
APPLICATION FOR RENEWAL OF MEMBERSHIP**

KHSAA Form GE01
Rev. 6/13

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(Name of school)

High School, located in _____

(City)

_____, Kentucky,

hereby applies for membership for the _____

School Year

SCHOOL MEMBERSHIP DUES

Any school desiring to become a member of the Kentucky High School Athletic Association ("KHSAA") shall pay dues based upon its enrollment in accordance with the following schedule adopted in April 1992:

- Schools enrolling 1-400 students in grades 9-12 shall pay \$800;
- Schools enrolling 401-610 students in grades 9-12 shall pay \$1000;
- Schools enrolling 611-899 students in grades 9-12 shall pay \$1200; and
- Schools enrolling more than 899 students in grades 9-12 shall pay \$1400.

MEMBERSHIP CRITERIA

Pursuant to 702 KAR 7:065, Section 1, the KHSAA has been designated as the Kentucky Board of Education's agent to manage interscholastic athletics at the high school level in the common schools, including a private school desiring to associate with the KHSAA and compete with a common school. Any school desiring to associate with the KHSAA shall complete, sign and submit this application to the KHSAA together with the applicable dues, which shall be considered by the KHSAA Board of Control. The following are the basic criteria for membership in the KHSAA:

- 1) The school shall have the 12th grade as the terminating grade, and not enroll students in only grades K-5;
- 2) The school shall be:
 - a) A public school under the auspices of the Kentucky Department of Education fitting into one of the following membership categories: A1 (District operated general or multi-program school), D1 (State Department of Education operated school), F1 (Federal Dependent school); or
 - b) A non-public school (private, parochial or church affiliated school fitting into one of the following membership categories: J1 – Roman Catholic School, M1 – Other religious school or R1 – Private, non church school) that has been certified by the Kentucky Board of Education consistent with KRS 156.160(3) (see KDE web site for Certification Process for Non-Public Schools), is a current member of the Kentucky Non-Public School Commission, and is accredited by one of the listed approved accrediting agencies;
- 3) The school shall agree, through this application and other monitoring methods, to adhere to and abide by the KHSAA Constitution, Bylaws, Competition Rules and all other policies and directives of the KHSAA Commissioner or Board of Control;
- 4) A new school formed by the local board of education from existing KHSAA member schools shall be immediately eligible for championship participation upon acceptance of the application for new membership; whereas, any other school applying for new membership shall be ineligible for championship play during a probationary period from the date of acceptance of the application; and
- 5) The school shall pay the membership dues and any and all assessed fines by the imposed deadline.

REASONS TO DENY OR REVOKE MEMBERSHIP

The following is a list of reasons that the KHSAA Board of Control may either deny an application for or revoke membership in the KHSAA:

- 1) Failure to satisfy any of the Basic Membership Criteria enumerated above;
- 2) Failure to adhere to and abide by any of the Agreements enumerated below; or
- 3) A documented pattern of continual violations and a general lack of institutional control as defined in KHSAA Bylaw 27.

ACKNOWLEDGEMENTS

By signing this application on behalf of this school, I acknowledge that:

- 1) The local Board of Education or School Based Decision Making Body has given the undersigned Principal authorization to apply for renewal of membership in the KHSAA for the above referenced Academic School Year.
- 2) This school is a voluntary member of the KHSAA and is in compliance with the KHSAA Constitution, Bylaws, Competition Rules and all other policies and directives of the KHSAA Commissioner or Board of Control;
- 3) In accordance with the KHSAA Constitution, the Board of Control is the final authority in determining Competition Rules (including assignment of schools to district, region, and/or class);



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
APPLICATION FOR RENEWAL OF MEMBERSHIP

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- 4) I have read, understood and agree to abide by the KHSAA Constitution, Bylaws, Competition Rules, Due Process Procedure and all other policies of the KHSAA Commissioner or Board of Control as now enacted or later amended;
- 5) This school will abide by any and all of the rulings and directives of the KHSAA Commissioner, Assistant Commissioners, Hearing Officer and Board of Control, and at all times act in the best interests of the KHSAA;
- 6) This school will self-report any and all violations of the KHSAA Constitution, Bylaws, Competition Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and any ruling by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer or Board of Control;
- 7) The management of the athletic program is not in contradiction to state or Federal law, including the the submission of the proper materials in a timely manner as requested by the Commissioner to fully comply with 702 KAR 7:065, Section 2(13) as it relates to monitoring compliance with 20 USC Section 1681 (Title IX);
- 8) The KHSAA may impose penalties as detailed in the Bylaws of the KHSAA against this school for violation of the KHSAA Constitution, Bylaws, Competition Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and agree to timely adhere to and abide by any and all penalties assessed against this school under the Bylaws of the KHSAA of any other rule, regulation or policy;
- 9) This school will comply with the principles of institutional control as defined within the Bylaws of the KHSAA and the KHSAA's published interpretations thereof;
- 10) This school will comply in a timely manner with any and all requests by the KHSAA and its officials for information, records and reports;
- 11) Any information submitted via our online system using the secure login of an authorized school administrator shall be deemed to have been approved and signed off by the Principal;
- 12) All records of the school including financial, scholastic and attendance, are open and available for inspection by the KHSAA and its officials;
- 13) In compliance with the Bylaws of the KHSAA, this school's records are available for inspection and that this school has the financial aid need analysis for its student-athletes performed by an approved agency.
- 14) This school has distributed KHSAA Form GE04 in its entirety, including the applicable student eligibility rules and the Physician consent and Parental permission forms to each prospective student-athlete, and that this school properly maintains on file the written permission of the parents of each student-athlete and the required physical examination form until the student graduates from the school;
- 15) This school has ensured that each student-athlete has insurance coverage up to the KHSAA Catastrophic deductible prior to allowing them to practice (including try out) or play;
- 16) This school has maintained compliance with the Limitation of Seasons as published in the Bylaws of the KHSAA as it relates to the loss of school time for regular season athletic contests as well as properly monitoring the playing of scrimmage and regular season contests, and has not violated these provisions in any KHSAA sport, and will self-report any violations of these limitations;

In compliance with KHSAA Bylaw 5, this school will perform its weekly grade check on (check one):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
of each week for the subsequent seven day period (beginning on Sunday), and will ensure that students ineligible on that date are not allowed to participate in practice or play until the next opportunity to check grades; and

In Witness Whereof, the undersigned has caused this application to be submitted on behalf of this school.

Principal Name

Principal Signature

(Date)

G



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION APPLICATION FOR NEW MEMBERSHIP

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BACKGROUND INFORMATION AND INFORMATION. UPDATES TO THIS INFORMATION MAY ONLY BE MADE THROUGH THE KHSAA WEB SITE AND IT IS THE SCHOOL OBLIGATION TO KEEP THE INFORMATION CURRENT AND ACCURATE.

SCHOOL BACKGROUND INFORMATION

School Name	
Mailing Address	
911 Address (if different)	
City	
Zip	
Main Phone	
Fax Machine Phone	
School Web Site	
Athletics Web Site	
School Colors	
Boys' Nickname	
Girls' Nickname	
Stadium Name	
Stadium Capacity	
Gym Name	
Gym Capacity	

PRINCIPAL INFORMATION

Name	
Business Phone	
Cell Phone	
Email	

ATHLETIC DIRECTOR INFORMATION

Name	
Business Phone	
Cell Phone	
Email	

OTHER IMPORTANT INFORMATION

Counselor Name	
Business Phone	
Certified Trainer Name	
Certified Trainer Cell Phone	
Email	

DESIGNATED REPRESENTATIVE INFORMATION

Name	
Position	
Email	

SUPERINTENDENT INFORMATION

School System	
Name	
Mailing Address	
City	
Zip	
Business Phone	
Fax Phone	
Email	

PRIOR YEAR ENROLLMENT INFORMATION

	9	10	11	12	SpEd	Ttl
Boys						
Girls						

TEAM AND COACHING INFORMATION

Please indicate the KHSAA sanctioned sports in which you will sponsor a team for your first year of membership. If the coach's name is unknown, leave blank, and notify the KHSAA as soon as the vacancy is filled. Each person employed as a Head Coach must comply with all coaching requirements in their entirety. The Principal or Designated Representative is responsible for maintaining accurate information on the KHSAA web site.

"X" if have team	SPORT	"X" if have team	SPORT
	Baseball		Softball (Fast Pitch)
	Basketball (Boys)		Swimming (Boys)
	Basketball (Girls)		Swimming (Girls)
	Cross Country (Boys)		Tennis (Boys)
	Cross Country (Girls)		Tennis (Girls)
	Football		Track (Boys)
	Golf (Boys)		Track (Girls)
	Golf (Girls)		Volleyball
	Soccer (Boys)		Wrestling
	Soccer (Girls Fall)		
"X" if have team	SPORT/ACTIVITY	"X" if have team	SPORT/ACTIVITY
	Archery		Bowling
	Bass Fishing		Competitive Cheer

DUES STRUCTURE FOR MEMBERSHIP

Members of the KHSAA pay a fee based on enrollment totals in grades 9-12. The current dues structure is as follows -

- 0-400 students - \$800 per year
- 401-610 students - \$1,000 per year
- 611-899 students - \$1,200 per year
- Over 899 students - \$1,400 per year



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION APPLICATION FOR NEW MEMBERSHIP

KHSAA Form GE02
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IMPORTANT NOTIFICATIONS AND CERTIFICATIONS

MEMBERSHIP CRITERIA

Pursuant to 702 KAR 7:065, Section 1, the KHSAA has been designated as the Kentucky Board of Education's agent to manage interscholastic athletics at the high school level in the common schools, including a private school desiring to associate with the KHSAA and compete with a common school. Any school desiring to associate with the KHSAA shall complete, sign and submit this application to the KHSAA together with the applicable dues, which shall be considered by the KHSAA Board of Control. The following are the basic criteria for membership in the KHSAA:

- 1) The school shall have the 12th grade as the terminating grade, and not enroll students in only grades K-5;
- 2) The school shall be:
 - a) A public school under the auspices of the Kentucky Department of Education fitting into one of the following membership categories: A1 (District operated general or multi-program school), D1 (State Department of Education operated school), F1 (Federal Dependent school); or
 - b) A non-public school (private, parochial or church affiliated school fitting into one of the following membership categories: J1 – Roman Catholic School, M1 – Other religious school or R1 – Private, non church school) that has been certified by the Kentucky Board of Education consistent with KRS 156.160(3) (see KDE web site for Certification Process for Non-Public Schools), is a current member of the Kentucky Non-Public School Commission, and is accredited by one of the listed approved accrediting agencies;
- 3) The school shall agree, through this application and other monitoring methods, to adhere to and abide by the KHSAA Constitution, Bylaws, Competition Rules and all other policies and directives of the KHSAA Commissioner or Board of Control;
- 4) A new school formed by the local board of education from existing KHSAA member schools shall be immediately eligible for championship participation upon acceptance of the application for new membership; whereas, any other school applying for new membership shall be ineligible for championship play during a probationary period from the date of acceptance of the application; and
- 5) The school shall pay the membership dues and any and all assessed fines by the imposed deadline.

REASONS TO DENY OR REVOKE MEMBERSHIP

The following is a list of reasons that the KHSAA Board of Control may either deny an application for or revoke membership in the KHSAA:

- 1) Failure to satisfy any of the Basic Membership Criteria enumerated above;
- 2) Failure to adhere to and abide by any of the Agreements enumerated below; or
- 3) A documented pattern of continual violations and a general lack of institutional control as defined in KHSAA Bylaw 27.

ACKNOWLEDGEMENTS

By signing this application on behalf of this school, I acknowledge that:

- 1) The local Board of Education or School Based Decision Making Body has given the undersigned Principal authorization to apply for renewal of membership in the KHSAA for the above referenced Academic School Year.
- 2) This school is a voluntary member of the KHSAA and is in compliance with the KHSAA Constitution, Bylaws, Competition Rules and all other policies and directives of the KHSAA Commissioner or Board of Control;
- 3) In accordance with the KHSAA Constitution, the Board of Control is the final authority in determining Competition Rules (including assignment of schools to district, region, and/or class);
- 4) I have read, understood and agree to abide by the KHSAA Constitution, Bylaws, Competition Rules, Due Process Procedure and all other policies of the KHSAA Commissioner or Board of Control as now enacted or later amended;
- 5) This school will abide by any and all of the rulings and directives of the KHSAA Commissioner, Assistant Commissioners, Hearing Officer and Board of Control, and at all times act in the best interests of the KHSAA;
- 6) This school will self-report any and all violations of the KHSAA Constitution, Bylaws, Competition Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and any ruling by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer or Board of Control;
- 7) The management of the athletic program is not in contradiction to state or Federal law, including the the submission of the proper materials in a timely manner as requested by the Commissioner to fully comply with 702 KAR 7:065, Section 2(13) as it relates to monitoring compliance with 20 USC Section 1681 (Title IX);



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION APPLICATION FOR NEW MEMBERSHIP

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- 8) The KHSAA may impose penalties as detailed in the Bylaws of the KHSAA against this school for violation of the KHSAA Constitution, Bylaws, Competition Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and agree to timely adhere to and abide by any and all penalties assessed against this school under the Bylaws of the KHSAA of any other rule, regulation or policy;
- 9) This school will comply with the principles of institutional control as defined within the Bylaws of the KHSAA and the KHSAA's published interpretations thereof;
- 10) This school will comply in a timely manner with any and all requests by the KHSAA and its officials for information, records and reports;
- 11) Any information submitted via our online system using the secure login of an authorized school administrator shall be deemed to have been approved and signed off by the Principal;
- 12) All records of the school including financial, scholastic and attendance, are open and available for inspection by the KHSAA and its officials;
- 13) In compliance with the Bylaws of the KHSAA, this school's records are available for inspection and that this school has the financial aid need analysis for its student-athletes performed by an approved agency.
- 14) This school has distributed KHSAA Form GE04 in its entirety, including the applicable student eligibility rules and the Physician consent and Parental permission forms to each prospective student-athlete, and that this school properly maintains on file the written permission of the parents of each student-athlete and the required physical examination form until the student graduates from the school;
- 15) This school has ensured that each student-athlete has insurance coverage up to the KHSAA Catastrophic deductible prior to allowing them to practice (including try out) or play;
- 16) This school has maintained compliance with the Limitation of Seasons as published in the Bylaws of the KHSAA as it relates to the loss of school time for regular season athletic contests as well as properly monitoring the playing of scrimmage and regular season contests, and has not violated these provisions in any KHSAA sport, and will self-report any violations of these limitations;

In compliance with KHSAA Bylaw 5, this school will perform its weekly grade check on (check one):

☐

Monday

☐

Tuesday

☐

Wednesday

☐

Thursday

☐

Friday

of each week for the subsequent seven day period (beginning on Sunday), and will ensure that students ineligible on that date are not allowed to participate in practice or play until the next opportunity to check grades; and

In Witness Whereof, the undersigned has caused this application to be submitted on behalf of this school.

Principal Name

Principal Signature

(Date)

H

PART III - PHYSICAL EXAMINATION*This part must be completed by an authorized health care provider named in Bylaw 12.*

PATIENT NAME: _____

 HEIGHT: _____ WEIGHT _____ BP _____ / _____ PULSE _____
 VISION: R- 20/ _____ L- 20/ _____ BOTH- 20/ _____ CORRECTED? Y N

	Normal	Abnormal	Comment
HEART			
Rhythm (Regular/Irregular)			
Murmur (supine)			
Murmur (standing)			
ENT			
Lungs			
Skin			
Abdominal			
Genitalia			
Musculoskeletal			
Neck			
Shoulder			
Elbow			
Wrist			
Hand			
Back			
Knee			
Ankle			
Foot			
Dental			
Other			

After having reviewed the data above and the student's medical history, I make the following recommendations on participation in athletics:

1. Cleared _____
 2. Cleared after additional evaluation for _____
 3. Restricted from participating in the sports of _____
 4. Cleared only to participate in the sports of _____
- Recommendations/Restriction (attach additional if necessary) _____

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said student to be physically fit to practice for and participate in interscholastic athletic contests.

Authorized Signature _____

Date: _____

Provider's Name (please print)	
Address:	
City/State/Zip	
Phone	

KRS 156.070 (2)(d) states: "Every local board of education shall require an annual medical examination performed and signed by a physician, physician assistant, advanced practice registered nurse, or chiropractor (if performed within the professional's scope of practice), for each student seeking eligibility to participate in any school athletic activity or sport." As such, this Physical Examination is valid for one year from date administered should be kept in a secure location until the student has exhausted eligibility, graduated from high school and reached the age of 19.

PART IV – CONSENT INFORMATION TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE

The student and parents/guardian must read this statement carefully and sign where required. This form must be completed before the student participates (hereinafter including try out for, practice and/or compete) in interscholastic athletics. This form should be kept in a secure location until the student has exhausted eligibility, graduated from high school and reached the age of 19.

As parent/legal guardian, I agree to allow my child to participate in interscholastic athletics.

The student and parent/legal guardian recognize that participation in interscholastic athletics involves some inherent risks for potentially severe injuries, including but not limited to death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, or effects to the general health and well being of the child. Because of these inherent risks, the student and parent/legal guardian recognize the importance of the student obeying the coaches' instructions regarding playing techniques, training and other team rules. By signing this form, the student and parent/legal guardian acknowledge that the student's participation is wholly voluntary and to having read and understood this provision.

The student and parent/legal guardian individually and on behalf of the student, hereby irrevocably, and unconditionally release, acquit, and forever discharge the KHSAA and its officers, agents, attorneys, representatives and employees (collectively, the "Releasees") from any and all losses, claims, demands, actions and causes of action, obligations, damages, and costs or expenses of any nature (including attorney's fees) that the student and/or parent/legal guardian incur or sustain to person, property or both, which arise out of, result from, occur during or are otherwise connected with the student's participation in interscholastic athletics if due to the ordinary negligence of the Releasees.

The student and parent/legal guardian acknowledge that they have read and understood the KHSAA Bylaws by distribution at <http://khsaa.org/general/handbook/>. Please be aware that a student is subject to the one-year period of ineligibility the bylaw commonly referred to as the "Transfer Rule," upon participation in any varsity contest regardless of the amount of participation or lack thereof.

The student and parent/legal guardian agree to abide by the KHSAA Bylaws and Due Process Procedure as now enacted or later amended. The student and parent/legal guardian further acknowledge that they agree to abide by the rulings of the Commissioner, Assistant Commissioner, Hearing Officer and Board of Control.

The student and parent/legal guardian acknowledge that the student must have medical insurance coverage up to a limit of \$25,000 in order to be eligible to participate in interscholastic athletics.

The student and parent/legal guardian, individually and on behalf of this student, give the high school, the KHSAA and their representatives permission to release this student's demographic information (including motion picture and still photography) and participation statistics (including height, weight and year in school, participation history and other performance based statistics) and other information as may be requested, and agree that the student may be photographed or otherwise digitally or electronically captured during school-based competition and such image or other report may be used without permission or compensation.

The student and parent/legal guardian consent to this student receiving a physical examination as required by the KHSAA.

The student and parent/legal guardian, individually and on behalf of this student, consent to the high school and the KHSAA and their representatives to use and disclose the necessary personally identifiable information from the student's education records including academic, financial and health care information, to third parties including school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws, including making determinations regarding eligibility to participate in interscholastic athletics and any administrative or legal proceedings resulting from participation or attempted participation in interscholastic athletics, without such disclosure constituting a violation of rights under the Family Educational Rights and Privacy Act. The student and parent/legal guardian, individually and on behalf of this student, further release the high school, the KHSAA and their representatives from any and all claims arising out of the use and disclosure of said necessary personally identifiable information, and agree to release to the high school, the KHSAA, and their representatives, upon request, the detailed and completed application for financial aid.

The student and parent/legal guardian, individual and on behalf of the student, hereby acknowledge that they are aware of and will review if desired, the education materials available through the KHSAA, the Centers for Disease Control and other agencies regarding education all individuals with respect to nature and risk of concussion and head injury, including the continuance of play after concussion or head injury.

The student and parent/legal guardian, individual and on behalf of the student, hereby consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.

PART V - STUDENT AND PARENT/GUARDIAN ACKNOWLEDGMENT OF RISK, ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE AND EMERGENCY PERMISSION FORM

This part must be completed by student and custodial parent / guardian. This form must be reproduced in order for a copy to travel with respective athlete.

STUDENT AND PARENT/GUARDIAN ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE

Students' Name (please print)

School

Student and Parent/Guardian Address including City, State and Zip

Signature of Student

Date

Please list above any health problems/concerns this student may have, including allergies (medications / others) and any medications presently being used

Name of Parent(s)/Guardian(s) who has/have custody of this student (please print)

Emergency Phone Number

Signature of Parent(s)/Guardian(s) who has/have custody of this student

Date

REQUIRED INSURANCE INFORMATION (KHSAA Bylaw 12)

Insurance Carrier

Policy Number

EMERGENCY CONTACT INFORMATION

Name (please print)

Relation to Student

Emergency Contact Address, including City, State and Zip

Daytime Phone

Cell Phone

EMERGENCY TREATMENT INFORMATION

The following information is recorded solely for potential hospitalization and emergency care needs and is not required to be recorded on this form. However, those failing to provide this information should be aware that this might be required by emergency treatment facilities prior to rendering service, and failure to provide could result in lack of appropriate care.

Social Security Number

Birth Date

*The student and parents/guardian must read this statement carefully and sign where required. This form **must** be completed before the student participates (hereinafter including try out for practice and/or compete) in interscholastic athletics. This form should be kept in a secure location until the student has exhausted eligibility, graduated from high school and reached the age of 19.*

I



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
**TRANSFER FORM-CITIZENS OF THE U.S. OR U.S.
TERRITORIES**

KHSAA Form GE06
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STUDENT IS NOT ELIGIBLE UNTIL THE RULING IS ISSUED BY THE RULING OFFICER.
INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.

USE THIS FORM TO DETERMINE IF THE STUDENT HAS PREVIOUSLY PARTICIPATED AT THE VARSITY LEVEL. IF SUCH PARTICIPATION IS VERIFIED, ALL PAGES MUST BE COMPLETED AND EXCHANGED BETWEEN THE SCHOOLS.

This information is to be completed by the Receiving School (KHSAA school desiring eligibility for the student.)

NOTE: If the responses to questions 1 and 2 are both NO, then no ruling will be necessary by the KHSAA in this case, this form is to be placed on file at the Receiving school until the student graduates and is not to be sent to the KHSAA.

Information Needed		These lines are to be completed by the Receiving School	
Student Name			
Date of Enrollment at Receiving School			
Name of Receiving School			
Current Grade in school			
Student's Enrollment History (list school(s) attended) each year	Grade	School	Varsity Play (Yes/No)?
	9		
	10		
	11		
	12		
Birth Date		Age (as of this date)	
Print Name of Person Signing this Form		Position	
Date	Signature	Daytime Phone	

NOTE: THIS FORM IS NOW TO BE SENT TO ANY SCHOOL(S) THE STUDENT HAS ATTENDED DURING THE CURRENT AND/OR PREVIOUS SCHOOL YEAR (SENDING SCHOOLS) AFTER COMPLETION OF THE ABOVE SECTION TO DETERMINE IF ADDITIONAL INFORMATION IS NECESSARY.

This information is to be completed by the Sending School

NOTE: If the responses to questions 1 and 2 are both No, then no ruling will be necessary by the KHSAA in this case, this form is to be placed on file at the Receiving school until the student graduates and is not to be sent to the KHSAA.

Information Needed		These lines are to be completed by the Sending School	
Name of Sending School (last school at which student played varsity athletics)			
Complete Address of Sending School			
Phone Number of Sending School			
1	Has this student participated in VARSITY athletics representing this school after enrolling in grade 9? (check response)	YES	NO
2	Has this student participated in VARSITY athletics representing this school during the current school year? (check response)	YES	NO
3	Has this student been enrolled for one calendar year at the receiving school and been ineligible for the entire time of enrollment?	YES	NO
Print Name of Person Signing this Form		Position in School	
Date	Signature	Daytime Phone	

NOTE: THIS FORM IS NOW TO BE SENT BACK TO THE RECEIVING SCHOOL

NOTE: IF THE RESPONSE TO QUESTIONS 1 AND 2 ARE BOTH NO, OR THE QUESTION TO NUMBER 3 IS YES, NO RULING WILL BE NECESSARY BY THE KHSAA IN THIS CASE AND THE FORM IS TO BE PLACED ON FILE AT THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES. IF THIS IS THE CASE, DO NOT SEND THIS FORM TO THE KHSAA.
IF THE ANSWER TO QUESTION 1 OR 2 IS YES, OR THE ANSWER TO QUESTION 3 IS NO, THEN COMPLETE THE REMAINDER OF THE FORM (PAGES 2-4)

The complete text of Bylaw 6, Transfer Rule - Citizens of the U.S. or U.S. Territories and the interpretations of the rule are in both the KHSAA Handbook as well as on the KHSAA website <http://www.khsaa.org/handbook>. Rulings are issued based solely on the issue of Bylaw 6. No verbal statement in addition or in contradiction to these materials shall apply. It is the School obligation to inform the student of this ruling. If facts or circumstances change, contact the Commissioner's Office because this could affect or change the ruling.

If an aggrieved party is dissatisfied with this decision; an appeal may be taken in the manner and within the time set forth in the KHSAA Due Process Procedure.



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TRANSFER FORM - RECEIVING SCHOOL SUPPLEMENTAL INFORMATION

TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED IN VARSITY ATHLETICS AFTER ENROLLING IN GRADE NINE, OR IF THE STUDENT HAS PARTICIPATED IN VARSITY ATHLETICS DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS DURING THE SAME SCHOOL YEAR.

THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE RECEIVING SCHOOL AND ALL INFORMATION ON THESE PAGES SHOULD THEN BE FORWARDED TO THE SENDING SCHOOL IN ORDER TO ALLOW THAT SCHOOL TO COMPLETE THEIR PORTION OF THE FORM.

Student Name														
4	Sport(s) in which student desires to participate (Check applicable) BA-Baseball, BK-Basketball, BO-Bowling, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN- Tennis, TR-Track, VB-Volleyball, WR-Wrestling	BA			BK			XC			FB			
		GF			SO			FP			SW			
		TN			TR			VB			WR			
5	Street Address of this student and family while attending the Receiving School (use 911 address, do not use PO Box)													
6	Name of the person with whom the student currently resides at the address as listed in response 4. If this individual(s) is different than the response to number 6 below, please explain. Attach additional response if necessary.													
7	Name and relationship of the individual(s) who has legal custody (care and support) of this student (Mother, Father, Other). Response should include the name of the individual and the relationship to the student													
8	Date the student and family moved into the address listed in Question 5?													
9	Phone number (day and night) of student and family according to school records.													
10	The Receiving School requests a waiver of the one-year period of ineligibility due to exception (check one)													
	a) Bonafide Change in Residence		g) Reassignment by Board of Education											
	b) Divorce		h) Transfer from Non-Member school											
	c) Change of Custody		i) Military Assignment											
	d) Death of One or More Custodial Parents		j) Cessation of School Program											
	e) Boarding Schools		OTHER (INCLUDE LETTER DETAILING CIRCUMSTANCES)											
	f) Non Athletic Participation for an Entire Calendar Year													
11	COMMENTS. Please record any notes concerning school change (attach additional letter if necessary or if more space is needed)													
Complete questions 12-18 if you are applying for a waiver of the Bylaw according to section 2, subsection (a). Bonafide Change in Residence. If applying for this exception, additional written documentation is required to accompany this form to verify the circumstances surrounding the bonafide change which may include sales documents, contracts or rental agreements. Carefully read the definition of a bonafide change in address, along with each question and request for information: a) BONA FIDE CHANGE IN RESIDENCE: The period of ineligibility may be waived if there has been a bona fide change in residence by the parents and student that precedes a student's change of schools. For purposes of this bylaw, a bonafide change in residence means the moving of the permanent residence of the entire family of the student and the student's parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change in residence by virtue of his/her emancipation and change in residence for purposes of this bylaw.														
12	Who owns/leases/rents the Receiving School residence listed in the Question 5? (parents, relative, etc)													
13	Status of CURRENT residence listed in Question 5?													
	Property is owned by student's custodial family													
	Property sale is pending (ENCLOSE COPY OF CONTRACT OR SALE PENDING VERIFICATION)													
	Property is lease/rental property with a minimum of at least a 12-month lease agreement (PROVIDE COPY OF LEASE)													
	Other arrangement (detail on line below)													
14	Does any member of the school system staff, including but not limited to coaching or athletic staff members, have any ownership interest in the property listed in Question 5?										YES		NO	



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
TRANSFER FORM-CITIZENS OF THE U.S. OR U.S.
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15	What specific public/independent school district includes the address listed in Question 5 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).			
16	Status of former residence listed in Question 36? RECEIVING SCHOOL MAY NEED TO WAIT TO COMPLETE THIS INFORMATION UNTIL SENDING SCHOOL PORTION IS COMPLETE			
	House has been sold and closing has been completed.			
	House has been listed on with a realtor (A COPY OF LISTING AGREEMENT MAY BE REQUIRED)			
	House has been listed, sale is pending (A COPY OF CONTRACT OR SALE PENDING VERIFICATION MAY BE REQUIRED)			
	House is still owned/maintained by custodial family			
	Rental/Lease agreement has expired and property is leased/rented to another party outside of the custodial family (ADDITIONAL DOCUMENTATION MAY BE REQUIRED)			
	Other arrangement (detail on line below)			
17	If the Status in question 16 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family? IF YES, DESCRIBE IN QUESTION 11 OR IN ATTACHED LETTER	YES	NO	
18	For purposes of this bylaw, a bonafide change of residence means the moving of the permanent residence of the entire family of the student and the student's parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his or her emancipation and change of residence for purposes of this bylaw. According to this definition, does this member school claim that this student and his/her custodial family had a bonafide change in residence?	YES	NO	
Complete question 19 if you are applying for a waiver of the period of ineligibility according to section 2, subsection (b) Divorce. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information. b) DIVORCE: The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) or properly recorded legal separation (i.e. a legally binding separation decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall initially be eligible where either parent resides. The eligibility of a student may be restored one time if, after establishing eligibility and complying with the initial court order granting joint custody, a student relocates to permanently reside with the other custodial parent. The grant of eligibility shall only apply to the member school in which the residence of the custodial parent is located. After this one-time move by the student to the other custodial parent all subsequent moves between parents shall require a period of ineligibility of one year.				
19	Has there been a divorce degree or legal separation issued by a court of competent jurisdiction followed by a court order granting custody of the student to the parent with whom the student resides? IF ANSWER IS YES, A COPY OF THE DATED CUSTODY ORDER MAY BE REQUIRED	YES	NO	
Complete question 20 if you are applying for a waiver of the period of ineligibility according to section 2, subsection (c) Change of Custody. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information. c) CHANGE OF CUSTODY: The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The period of ineligibility may be waived if it is shown that custody of the student has been taken from one or both parents and given to the other parent or a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.				
20	Is this student changing schools due to that order or due to a change in the original parental custody order? IF ANSWER IS YES, A COPY OF THE DATED COURT ORDER OR STATE AGENCY ORDER IF A WARD OF THE STATE MAY BE REQUIRED	YES	NO	
Complete question 21 if you are applying for a waiver of the period of ineligibility according to section 2, subsection (d) Death. If applying for this exception, additional written documentation is required to accompany this form to document that the action preceded the first date of enrollment for the student. Carefully read this exception, along with the request for information. d) DEATH: The period of ineligibility may be waived in the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.				
21	Is this transfer due to the death of one or more of the student's custodial parents? IF ANSWER IS YES, GIVE DETAILS IN SPACE PROVIDED IN QUESTION 11	YES	NO	



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Complete question 22 if you are applying for a waiver of the period of ineligibility according to section 2, subsection (e) Boarding School. Carefully read this exception, along with the request for information:

e) BOARDING SCHOOLS - The period of ineligibility may be waived on a one-time basis for students entering or returning from a boarding school on a full-time basis as a boarding school student.

22	Is this student entering or returning from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school? IF ANSWER IS YES, A COPY OF LETTER FROM COURT/PRINCIPAL MAY BE REQUIRED	YES		NO	
----	--	-----	--	----	--

Complete question 23 if you are applying for a waiver of the period of ineligibility according to section 2, subsection (f) Non-athletic participation for an entire school year. Carefully read this exception, along with the request for information:

f) NON-ATHLETIC PARTICIPATION FOR AN ENTIRE CALENDAR YEAR - The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine through twelve during the previous calendar year.

23	Has this student had one calendar year of non-athletic participation?	YES		NO	
----	---	-----	--	----	--

Complete question 24 if you are applying for a waiver of the period of ineligibility according to section 2, subsection (g) Assignment by Local Board of Education. Carefully read this exception, along with the request for information:

g) REASSIGNMENT BY BOARD OF EDUCATION - The period of ineligibility may be waived if the student has changed schools through a properly documented reassignment of the Board of Education to another school. To meet this exception for a reassignment, reasons for the assignment may include but are not limited to: the closing or opening of a school due to consolidation; merger; opening of a new school; or another type of opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. That assignment may be to the public school district should a private, parochial or independent school close.

24	Is this student transferring from a member school in Kentucky due to action of the local Board of Education? IF ANSWER IS YES, GIVE DETAILS. A COPY OF THE LETTER FROM BOARD PERSONNEL MAY BE REQUIRED	YES		NO	
----	--	-----	--	----	--

Complete question 25 if you are applying for a waiver of the period of ineligibility according to section 2, subsection (h) Transfer from Non-Member. Carefully read this exception, along with the request for information:

h) TRANSFER FROM NON-MEMBER SCHOOL - The period of ineligibility may be waived for a student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools.

25	Is this student transferring from a non-member school in Kentucky whose participation has been limited primarily to other non-member schools?	YES		NO	
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Complete question 26 if you are applying for a waiver of the period of ineligibility according to section 2, subsection (i) Military Assignment. Carefully read this exception, along with the request for information:

i) MILITARY ASSIGNMENT - The period of ineligibility may be waived for a student transferring in a situation where documentation is presented to verify that the change in education and living arrangements is directly related to an order from any branch of the United States military service, including the reserve components.

26	Is this student transferring to a member school directly related to an order from any branch of the United State Military Service, including the reserve components? IF ANSWER IS YES, A COPY OF THE ORDERS RELATED TO CUSTODIAL PARENTS MAY BE REQUIRED?	YES		NO	
----	---	-----	--	----	--

Complete question 27 if you are applying for a waiver of the period of ineligibility according to section 2, subsection (j) Cessation of School Program. Carefully read this exception, along with the request for information:

j) CESSATION OF SCHOOL PROGRAM - The period of ineligibility may be waived in the event of a school remaining open but discontinuing its participation in an Association sponsored sport at all levels of play in which the student had previously participated while attending that school.

27	Is this student transferring from a school that has discontinued participation in an Association sponsored sport in which this student previously participated while attending that school?	YES		NO	
----	---	-----	--	----	--

Please be sure to include any documentation that is requested or that you feel is relevant to the consideration of the waiver.

RECEIVING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the RECEIVING SCHOOL, I certify that the above information is correct to the best of my knowledge and based on all available facts. **NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.**

Print Name of Person Signing this Form

Position in School
Must be Principal or
Designated Rep.

Date

Signature

Daytime Phone
including area code

NOTE: AFTER COMPLETION OF PAGES 2 - 4, THE RECEIVING SCHOOL SHALL FORWARD THE ENTIRE FORM PAGES 1 - 7 TO THE SENDING SCHOOL(S).



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
**TRANSFER FORM-CITIZENS OF THE U.S. OR U.S.
TERRITORIES**

KHSAA Form GE06
Rev.06/13

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INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.

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TRANSFER FORM - SENDING SCHOOL SUPPLEMENTAL INFORMATION

TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED AT THE VARSITY LEVEL AFTER ENROLLING IN GRADE NINE, OR IF A STUDENT HAS PLAYED VARSITY DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS. THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE SENDING SCHOOL AND THEN RETURNED TO THE RECEIVING SCHOOL ALONG WITH ANY ADDITIONAL CORRESPONDENCE NECESSARY TO SUPPLEMENT THE RECORD SO THAT THE RECEIVING SCHOOL CAN SUBMIT THE FORM TO THE KHSAA IN ITS ENTIRETY.

Student Name											
28	Date of first entry into Sending school										
29	Grade level of first entry into Sending school (check one)	9		10		11		12			
30	Date of Withdrawal from Sending School										
31	Indicate grade levels in which this student participated at the varsity level.	9		10		11		12			
32	Date of Last Varsity Participation in Any Sport, and the sport in which participated.										
33	Sport(s) in which student participated (Check applicable) BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN- Tennis, TR-Track, VB-Volleyball, WR-Wrestling	BA		BK		XC		FB			
		GF		SO		FP		SW			
		TN		TR		VB		WR			
34	According to permanent records at the SENDING SCHOOL, Name of Custodial Parent (NOTE: Guardianship is NOT custody).										
35	Role of person with legal custody (person listed in 34, residential custodian charged with care and support) of this student (Mother, Father, Other)										
36	Street Address of this student and family while attending the sending school (use 911 address, do not use PO Box)										
37	Phone number (day and night) of student and family at this address according to school records.										
Complete questions 38-43 if the representatives of the RECEIVING SCHOOL have checked box (a) on question 9, indicating that a waiver is being sought according to section 2, subsection (a), Bonafide Change in Residence. If applying for this exception, additional written documentation may be required of the sending school. Carefully read the definition of a bonafide change in address, along with each question and request for information.											
a) BONA FIDE CHANGE IN RESIDENCE: The period of ineligibility may be waived if there has been a bona fide change in residence by the parents and student that precedes a student's change in schools. For purposes of this bylaw, a bonafide change in residence means the moving of the permanent residence of the entire family of the student and the student's parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change in residence by virtue of his/her emancipation and change in residence for purposes of this bylaw.											
38	Who owns/owned, leases/leased, rents/rented the residence listed in the Question 36? (parents, etc)										
39	Does any member of the school system staff, including but not limited to coaching or athletic staff members, have any ownership interest in the property listed in Question 36?	YES		NO							
40	What specific public/independent school district includes the address listed in Question 36 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).										
41	Status of former residence listed in Question 36?										
	House has been sold and closing has been completed.										
	House has been listed on with a realtor (A COPY OF LISTING AGREEMENT MAY BE REQUIRED)										
	House has been listed, sale is pending (A COPY OF CONTRACT OR SALE PENDING VERIFICATION MAY BE REQUIRED)										
	House is still owned/maintained by custodial family										
	Rental/Lease agreement has expired and property is leased/rented to another party outside of the custodial family (ADDITIONAL DOCUMENTATION MAY BE REQUIRED)										
	Other arrangement (detail on line below)										
42	If the Status in line 36 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?	YES		NO							
43	For purposes of this bylaw, a bonafide change of residence means the moving of the permanent residence of the entire family of the student and the student's parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his or her emancipation and change of residence for purposes of this bylaw. According to this definition, does this member school claim that this student and his/her custodial family had a bonafide change in residence?	YES		NO							



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
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Complete question 44 if the representatives of the RECEIVING SCHOOL have checked box (b) on question 10, indicating that a waiver is being sought according to section 2, subsection (b) Divorce. Carefully read this exception, along with the request for information.

b) **DIVORCE** - The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) or properly recorded legal separation (i.e. a legally binding separation decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall initially be eligible where either parent resides. The eligibility of a student may be restored one-time if, after establishing eligibility and complying with the initial court order granting joint custody, a student relocates to permanently reside with the other custodial parent. The grant of eligibility shall only apply to the member school in which the residence of the custodial parent is located. After this one time move by the student to the other custodial parent all subsequent moves between parents shall require a period of ineligibility of one year.

44	Has there been a divorce degree or legal separation issued by a court of competent jurisdiction followed by a court order granting custody of the student to the parent with whom the student resides? IF ANSWER IS YES, A COPY OF THE DATED CUSTODY ORDER MAY BE REQUIRED	YES		NO
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Complete question 45 if the representatives of the RECEIVING SCHOOL have checked box (c) on question 10, indicating that a waiver is being sought according to section 2, subsection (c) Change of Custody. Carefully read this exception, along with the request for information.

c) **CHANGE OF CUSTODY** - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The period of ineligibility may be waived if it is shown that custody of the student has been taken from one or both parents and given to the other parent or a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.

45	Is this student changing schools due to that order or due to a change in the original parental custody order? (check response, give details on line 52)	YES		NO
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Complete question 46 if the representatives of the RECEIVING SCHOOL have checked box (d) on question 10, indicating that a waiver is being sought according to section 2, subsection (d) Death. Carefully read this exception, along with the request for information.

d) **DEATH** - The period of ineligibility may be waived in the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.

46	Is this transfer due to the death of one or more of the student's custodial parents?	YES		NO
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Complete question 47 if the representatives of the RECEIVING SCHOOL have checked box (e) on question 10, indicating that a waiver is being sought according to section 2, subsection (e) Boarding School. Carefully read this exception, along with the request for information.

e) **BOARDING SCHOOLS** - The period of ineligibility may be waived on a one-time basis for students entering or returning from a boarding school on a full time basis as a boarding school student.

47	Is this student entering or returning from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school?	YES		NO
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Complete question 48 if the representatives of the RECEIVING SCHOOL have checked box (f) on question 10, indicating that a waiver is being sought according to section 2, subsection (f) Non-Athletic Participation for an Entire Calendar Year. Carefully read this exception, along with the request for information.

f) **NON-ATHLETIC PARTICIPATION FOR AN ENTIRE CALENDAR YEAR** - The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine through twelve during the previous calendar year.

48	Has this student had one calendar year of non-athletic participation at the sending school?	YES		NO
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Complete question 49 if the representatives of the RECEIVING SCHOOL have checked box (g) on question 10, indicating that a waiver is being sought according to section 2, subsection (h) Reassignment by Board of Education. Carefully read this exception, along with the request for information.

g) **REASSIGNMENT BY BOARD OF EDUCATION** - The period of ineligibility may be waived if the student has changed schools through a properly documented reassignment of the Board of Education to another school. To meet this exception for a reassignment, reasons for the assignment may include the closing or opening of a school due to consolidation, merger, opening of a new school, or another type of opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. That assignment may be to the public school district should a private, parochial or independent school close.

49	Is this student transferring from a member school in Kentucky due to action of the local Board of Education?	YES		NO
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Complete question 50 if the representatives of the RECEIVING SCHOOL have checked box (h) on question 10, indicating that a waiver is being sought according to section 2, subsection (g) Transfer from Non-Member. Carefully read this exception, along with the request for information.

h) **TRANSFER FROM NON-MEMBER SCHOOL** - The period of ineligibility may be waived for a student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools.

50	Is this student transferring from a non-member school in Kentucky whose participation has been limited primarily to other non-member schools?	YES		NO
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Complete question 51 if the representatives of the RECEIVING SCHOOL have checked box (j) on question 10, indicating that a waiver is being sought according to section 2, subsection (j) Cessation of School Program. Carefully read this exception, along with the request for information.

j) **CESSATION OF SCHOOL PROGRAM** - The period of ineligibility may be waived in the event of a school remaining open but discontinuing its participation in an Association sponsored sport at all levels of play in which the student had previously participated while attending that school.

51	Is this student transferring from a school that has discontinued participation in an Association sponsored sport in which this student previously participated while attending that school?	YES		NO
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KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
**TRANSFER FORM-CITIZENS OF THE U.S. OR U.S.
TERRITORIES**

KHSAA Form GE06
Rev.06/13

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52 COMMENTS. Please record any notes concerning school change *(attach additional letter if necessary or if more space is needed)*

SENDING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the SENDING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. **NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.**

Print Name of Person Signing this Form

Position in School

Date

Signature

Daytime Phone
including area code

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KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
**APPLICATION FOR FOREIGN EXCHANGE STUDENT
(NON DOMESTIC) ELIGIBILITY**

KHSAA Form GE07
Rev. 06/13

STUDENT IS NOT ELIGIBLE UNTIL RULING IS ISSUED BY THE RULING OFFICER.
INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.
(All parts to be completed in English)

INSTRUCTIONS FOR COMPLETING FORM GE07

1. Complete this form for any foreign exchange student who transfers into a KHSAA member school after previously attending a foreign or domestic school following enrollment in grade nine (9). DO NOT USE THIS FORM FOR STUDENTS NOT PLACED THROUGH AN EXCHANGE AGENCY WITH A J-1 OR F-1 VISA.
2. Please refer to KHSAA Bylaw 7 and the interpretations of this rule in both the Handbook and on the KHSAA web site, <http://www.khsaa.org/handbook>, for the specific provisions regarding foreign exchange student eligibility. Special notice should be taken to the restrictions on members of the coaching staff at the KHSAA member school or representatives of the placing agency. In addition, students who are as "direct placements" shall not be granted a waiver of the one-year period of ineligibility.
3. Students may not practice, scrimmage (inter or intra-school) or play in contests until being ruled eligible by the Commissioner's office. Member school (s) will be penalized for such participation.
4. The KHSAA member school shall ensure that all parts of this form are complete and legible, and all required attachments are included.
5. The form will be reviewed by the Commissioner's office and a ruling will be issued.
6. A ruling will not be issued for a minimum of three (3) working days to ensure time for verification of the data.
7. Only the Principal and/or Designated Representative of a member school may inquire as to the processing status of the form.
8. The waiver of Bylaw 7 does not in and of itself declare the student eligible. It is the responsibility of the member school to verify that the student is eligible according to all other bylaws.

Information Needed		These lines are to be completed by the Receiving School	
Student Name			
Date of Enrollment at Receiving School			
Name of Receiving School			
Current Grade in school			
Student's Enrollment History (list school(s) attended) each year	Grade	School	Varsity Play (Yes/No)?
	9		
	10		
	11		
	12		
Birth Date		Age (as of this date)	
Print Name of Person Signing this Form		Position	
Date	Signature	Daytime Phone	

Complete questions 1-23 if you are applying for a waiver of the Bylaw according to section 2 or 3. Carefully read the text of Bylaw 7 contained in the KHSAA Handbook or viewed on the KHSAA website <http://www.khsaa.org/handbook>.

1	Is this student being placed under the auspices of an approved student exchange program (see list contained in Case Situations for Bylaw 7 or on the KHSAA website http://www.khsaa.org/handbook)? (Check one)	Yes	No
2	If being placed under the auspices of an approved student exchange program, what is the name of that program?		
3	Name & address of the Local Area Exchange Program Representative	Phone:	
4	What was the last date this student was enrolled at their previous school?		
5	Is this student in compliance with all United States Immigration and Naturalization Service Regulations?		

The complete text of Bylaw 7, Transfer Rule – Foreign Exchange Students and the interpretations of the rule are in both the KHSAA Handbook as well as the KHSAA website <http://www.khsaa.org/handbook>. Rulings are issued based solely on the issue of Bylaw 7. No verbal statement in addition or in contradiction to these materials shall apply. It is the School obligation to inform the student of this ruling. If facts or circumstances change, contact the Commissioner's Office because this could affect or change the ruling.
If an aggrieved party is dissatisfied with this decision; an appeal may be taken in the manner and within the time set forth in the KHSAA Due Process Procedure.

Page 1 of 2

6	What type of visa does the student possess? (Check one)	F-1		J-1	
7	Is this the student's first and only year as an exchange student?				
8	Has this student attended any other schools in the United States (if so, please list each school and the dates attended)				
9	Has this student graduated from high school in their home country?				
10	Does the school or student have a complete transcript of records that has been translated in English prior to the request?				
11	Was this student a "direct placement" according to the regional representative of the exchange agency, in either the school or with the host family?				
12	Name and address of host parents/family.				Phone:
13	In what school district or defined school attendance area is the address listed in Question 12?				
14	Who specifically paid any of the tuition or fees required to attend this school.			Amount of tuition and fees charged to this student	
15	Who specifically paid the travel fees for the student?				
16	Does the student's host family include any member of any coaching staff at this school?				
17	Does the student's host family include any representative, volunteer or employee of the exchange agency/program?				

SIGNATURES AND CERTIFICATIONS

I UNDERSTAND THAT IF THE WAIVER OF THE ONE-YEAR PERIOD OF INELIGIBILITY IS GRANTED, THIS STUDENT SHALL NOT BE ELIGIBLE FOR MORE THAN ONE YEAR OF ATHLETIC PARTICIPATION UNDER ANY CIRCUMSTANCES. I hereby certify that the information provided on this form is true and accurate to the best of my ability.

18	Exchange Student Signature		Date	
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I UNDERSTAND THAT IF THE WAIVER OF THE ONE-YEAR PERIOD OF INELIGIBILITY IS GRANTED, THIS STUDENT SHALL NOT BE ELIGIBLE FOR MORE THAN ONE YEAR OF ATHLETIC PARTICIPATION UNDER ANY CIRCUMSTANCES. I hereby certify that the information provided on this form is true and accurate to the best of my ability.

19	Host Family Signature		Date	
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As Principal or Designated Representative of this KHSAA member school, I hereby verify that this student meets all eligibility rules and regulations as promulgated; hereby certify that the student was not recruited for athletic purposes by any official or unofficial representative of the school and that the placement of this student in this school was random as required by Bylaw 7.

It is the recommendation of the undersigned Principal or Designated Representative that the period of ineligibility for transferring students (one year from the date of enrollment) is waived and that he/she be declared eligible immediately to represent my school in interscholastic athletics. I

UNDERSTAND THAT IF THE WAIVER OF THE ONE-YEAR PERIOD OF INELIGIBILITY IS GRANTED, THIS STUDENT SHALL NOT BE ELIGIBLE FOR MORE THAN ONE YEAR OF ATHLETIC PARTICIPATION UNDER ANY CIRCUMSTANCES. I hereby certify that the information provided on this form is true and accurate to the best of my ability.

20	Principal / Designated Representative Signature	
21	Position at the School	
22	Email Address (for data gathering purposes only, no rulings can be made via electronic mail)	
23	Daytime Phone Number	Date Signed

The complete text of Bylaw 7, Transfer Rule – Foreign Exchange Students and the interpretations of the rule are in both the KHSAA Handbook as well as the KHSAA website <http://www.khsaa.org/handbook>. Rulings are issued based solely on the issue of Bylaw 7. No verbal statement in addition or in contradiction to these materials shall apply. It is the School obligation to inform the student of this ruling. If facts or circumstances change, contact the Commissioner's Office because this could affect or change the ruling.

If an aggrieved party is dissatisfied with this decision; an appeal may be taken in the manner and within the time set forth in the KHSAA Due Process Procedure.